CLARIS™ FOR MACINTOSH

ClarisWorks™

GETTING STARTED

Claris Customer Support

for Macintosh Applications

Claris Customer Assistance

Claris® Customer Assistance is available to answer your questions about product availability, upgrades, features, customer registration, policies, procedures, and other nontechnical topics. We will also look into any problems you may encounter while doing business with Claris.

The following services are available to registered Claris customers:

Telephone Service

You can call Customer Assistance from 8 AM to 5 PM, Monday through Thursday; 8 AM to 2 PM on Friday (Pacific Time). The number is 408-727-8227.

Registration Status

Customer Assistance can answer questions regarding your registration status. Please have your product serial number handy when you call.

Change of Address

Customer Assistance handles customer address changes. Send a letter that includes both your old and new addresses to:

> Customer Assistance
> Claris Corporation
> MS C-71
> Box 58168
> Santa Clara, CA 95052-8168
>
> ATTN: CHANGE OF ADDRESS

Defective or Damaged Products

Contact Customer Assistance if your product is damaged or defective. Be sure to have your product serial number handy when you call. Defective disks will be replaced free of charge during the 90-day limited warranty period. After the warranty period, replacement disks are available to registered customers at a cost of $10 each.

Send the defective disk, a brief explanation, and payment (if necessary) to:

> Customer Assistance
> Claris Corporation
> MS C-70
> Box 58168
> Santa Clara, CA 95052-8168
>
> ATTN: REPLACEMENT MEDIA

Product Upgrades and Updates

For warranty, upgrades, registration, change of address, and nontechnical questions, call Customer Assistance at the number above.

Local Claris Dealers

Contact Customer Assistance for the name of a Claris dealer near you.

Or Contact Customer Assistance via:

AppleLink: CLARIS.CR
America Online: Claris CR
FAX (408) 987-3932
Automated Faxline: (800) 800-8954

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Please take the time to complete and mail your postage-paid product registration card to us. Technical Support and other Claris benefits such as product update notices are available only to registered users.

24-hour Voice AnswerLine
800-735-7393 (for pre-recorded answers to the most commonly asked questions)

24-hour Fax AnswerLine
800-800-8954 (for technical documents and other information sent to your fax machine). Please use a touch tone phone and follow the menu-driven instructions.

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Claris Technical Support maintains a full forum on America Online and CompuServe. These forums include product ordering and technical information, message boards, live conferences, and more.

America Online: keyword CLARIS
Full forum includes product ordering and technical information, message boards, live conferences, and more.

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AppleLink: Third Parties: Claris Icon
Product information folders, Technical Support message board and more.

Technical Support by Telephone

For Apple Macintosh applications
408-727-9054

For Microsoft Windows applications
408-727-9004

Monday through Thursday, 6 AM to 6 PM; Friday, 6 AM to 2 PM (Pacific Time)

Other Support Services

The Claris Solutions Alliance
Serves consultants, custom developers, and trainers who provide solutions using Claris software.

For further details or for a Claris Solutions Alliance application kit, call 408-727-8227, or fax your request to 408-987-3932.

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Claris Clear Choice™ Developer Hotline
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Mailing address:
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Claris Corporation; MS C-12
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Claris Customer Support

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Complete and Mail Your Registration Card right now!

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We've worked hard to prepare complete, accurate documentation to help you learn and use the full capabilities of our products. Claris manuals and onscreen help systems have won many awards for excellence. We urge you to become familiar with this material and use it as your primary source of information.

Training

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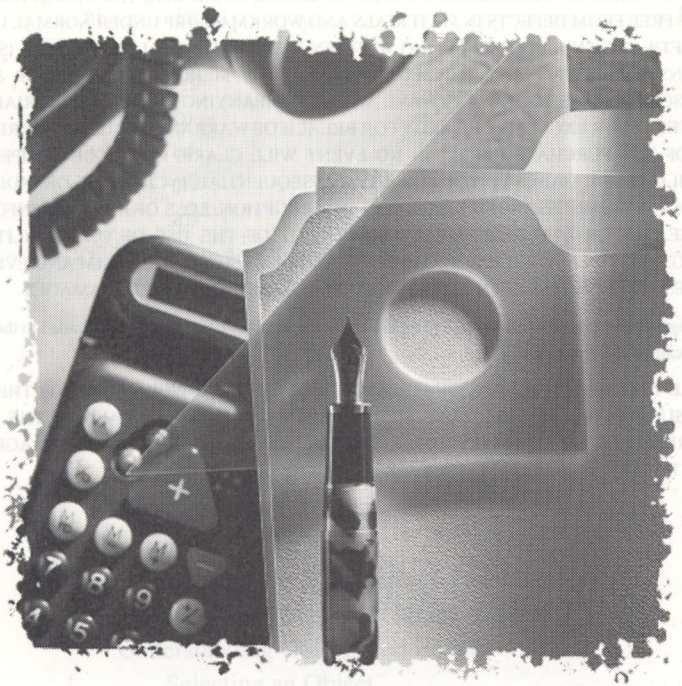

ClarisWorks

GETTING STARTED

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Welcome to ClarisWorks

Welcome to the ClarisWorks™ application from Claris Corporation. ClarisWorks is an integrated software package designed to give you everything you need to be productive: a natural computing environment and the right tools for the job.

ClarisWorks documents share many functions and features with other Claris™ products. If you've used the MacWrite™, FileMaker™, MacPaint™, MacDraw™, or Resolve™ applications, you'll find many similarities.

If you plan to use any of these specialized Claris products later, you can learn them quickly by applying what you learn with ClarisWorks.

Using This Book

ClarisWorks Getting Started shows you how to start the application and provides a step-by-step tutorial. The tutorial introduces you to significant features and explains how Claris documents work.

Information is presented in the following ways:

Boldfaced terms in the text are defined in the glossary of the *ClarisWorks User's Guide*.

- **Note** sections provide background or supplemental information about a procedure.

- **Important** sections warn you when an action cannot be undone or can cause you to lose data.

Your view of documents depends on the size of your monitor and may be different from the view shown in the illustrations in this book. You can adjust the size of the ClarisWorks window to match the screen size shown in the illustrations.

Onscreen Materials

Onscreen materials include *ClarisWorks Help* and sample documents. If you are running Apple System 7 (or later) software, you can also use Apple Balloon Help.

ClarisWorks Help

ClarisWorks Help provides onscreen instructions and reference information you can use while you're working with ClarisWorks documents. Because the system is on your computer, you can easily search for topics and move quickly from one topic to another. This system includes the spreadsheet and database functions. The tutorial shows you how you use the help system.

Apple Balloon Help

Apple Balloon Help provides brief descriptions of ClarisWorks tools, as well as information about system icons and menus. For more information about Apple Balloon Help, refer to the documentation that came with your Macintosh.

ClarisWorks Samples

The ClarisWorks samples are examples of various kinds of project documents. You can browse through them for ideas or use them as templates for your own projects.

Chapter 1

A First Look at ClarisWorks

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Chapter 1

A First Look at ClarisWorks

This session introduces you to ClarisWorks Help, orients you to basic concepts, and gives you some direct experience working with onscreen elements such as windows and objects.

You learn how to:

- start ClarisWorks and open an existing document
- create and manipulate objects, frames, and images
- use the ClarisWorks onscreen help system
- change your view of a document and arrange windows for easy access
- create new documents of different types
- close a document

Beginning the Tutorial

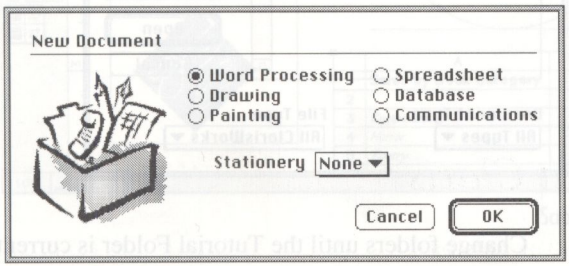
Begin the tutorial by starting the application and opening a sample document.

Starting ClarisWorks

Start ClarisWorks by double-clicking the ClarisWorks application icon.

- **Note** If this is the first time you have started ClarisWorks, you see the Personalize dialog box. Refer to the *ClarisWorks Installation Guide* for more information.

ClarisWorks displays the New Document dialog box. You'll learn more about this dialog box later.



For now, you want to see one of the sample documents already created for you, so close the New Document dialog box.

To close the New Document dialog box, click Cancel. The dialog box closes.

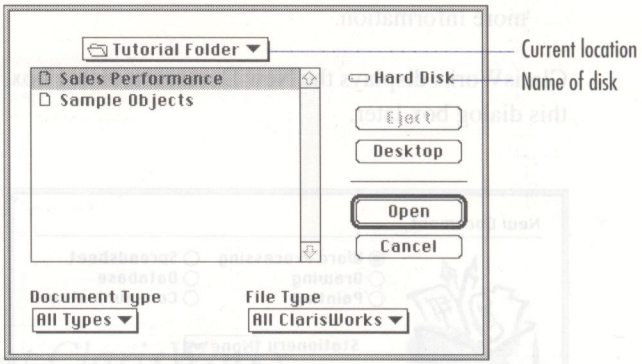
Opening the First Tutorial Document

The first tutorial document you work with is called Sample Objects.

To open the first tutorial document:

1. **Choose Open from the File menu.**

   You see the Open dialog box.



   Change folders until the Tutorial Folder is current. (For help with folders, refer to the documentation that came with your Macintosh.)

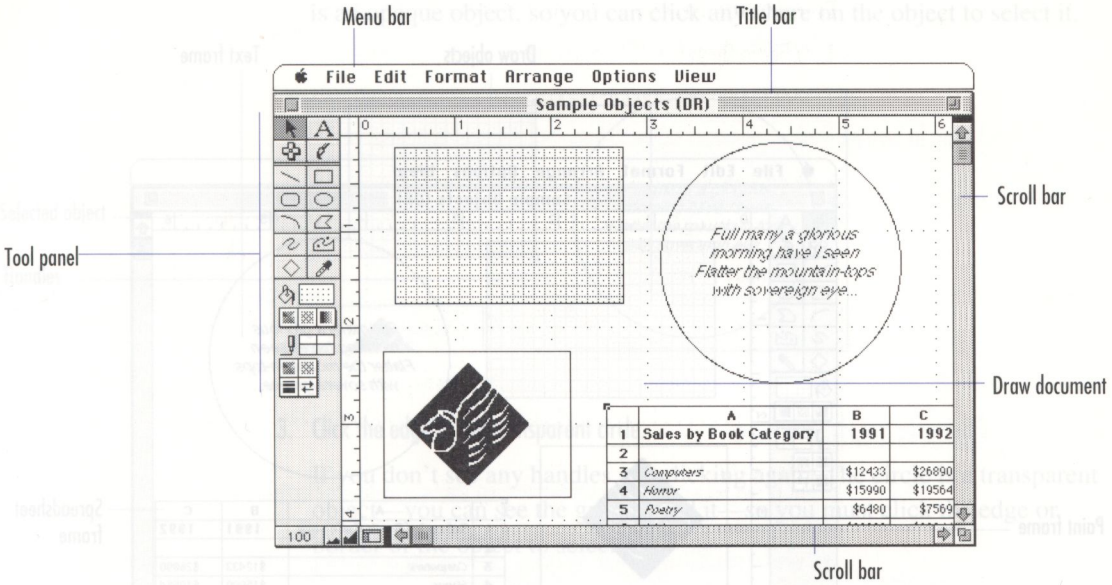
2. **Click Sample Objects, and then click Open (or double-click the name).**

   Sample Objects, a ClarisWorks document, opens on the screen.

About the Document "Sample Objects"

On a Macintosh, a **document** is something you create with an application to do a certain kind of work, such as drawing, writing, or making calculations. Sample Objects is a ClarisWorks document meant for drawing. You'll learn more about the six types of ClarisWorks documents in the section "Understanding Document Types" on page 1-20.

A document appears in a **window,** which provides various tools, menus, and controls you use to work with and move around in the document itself.



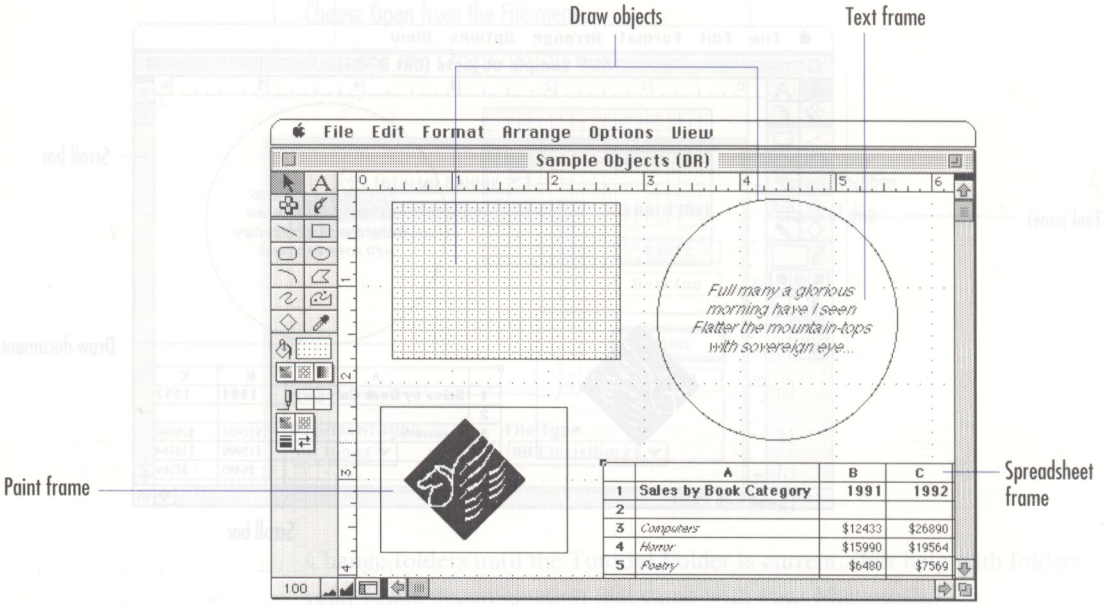
Take a moment to look at this screen and compare it with your own. You should be familiar with the scroll bars, menu bar, and the title bar of the document. If you aren't, review the documentation that came with your Macintosh.

On the left you see the ClarisWorks tool panel, which you use to work with the various parts of ClarisWorks.

Understanding Objects and Frames

The sample document is made up of different kinds of **objects** and **frames**. You can draw, select, and move objects and frames within a document. Frames are a special kind of object that you will learn more about later. For now, all you need to know is that frames act like objects.

Notice that the objects don't look alike. Some of them contain text, some are simple shapes, one of them has text and numbers arranged in columns and rows, and one contains a picture.

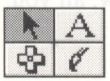


Objects and frames are the building blocks you use to present different types of information. You'll learn more about objects and frames as you work through the tutorial.

For now, you may find it helpful to practice a few basic maneuvers.

Selecting an Object

You must select an object before you can do anything with it, such as move it or change its size.



Pointer selected

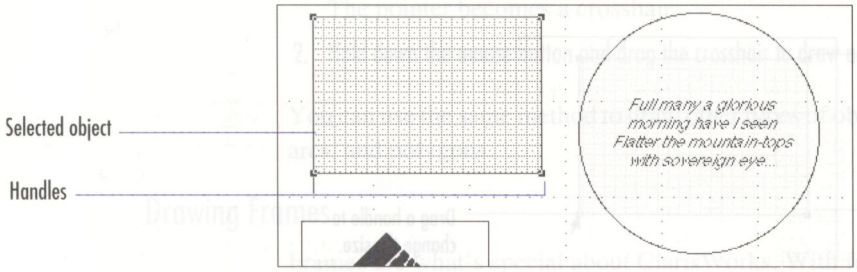
To select an object:

1. If necessary, click the pointer.

   The pointer must be selected before you can select an object.

2. **Click the rectangle with the thatched pattern.**

   The rectangle should now have **handles**—black squares at the edges of the object's boundary. Handles show that an object is selected. The rectangle is an opaque object, so you can click anywhere on the object to select it.



3. **Click the edge of the transparent circle.**

   If you don't see any handles, try clicking again. The circle is a transparent object—you can see the grid behind it—so you must click the edge or border of the object to select it.

The other objects in the file—the text frame, the spreadsheet frame, the paint frame, and the stars at the bottom of the document—are opaque objects filled with words, cells, an image, or patterns.

Moving an Object

You also use the pointer to move an object. If you want to reverse the move, choose Undo Move from the Edit menu.

To move an object:

1. **Position the pointer over the object.**

   If the object is transparent, place the pointer on the object's border.

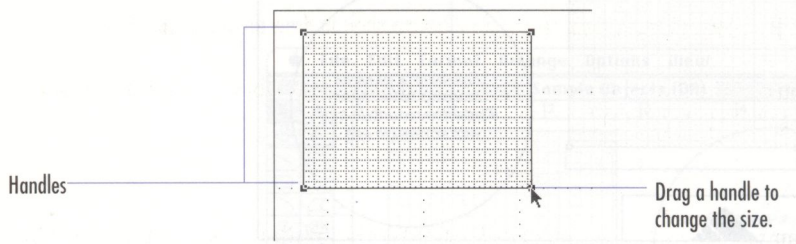
2. **Hold down the mouse button and drag the object to a different place.**

   Don't drag a handle or you'll resize the object. If you moved the circle, you'll notice the text inside didn't move with it. That's because the text is a separate object.

Changing the Size of an Object

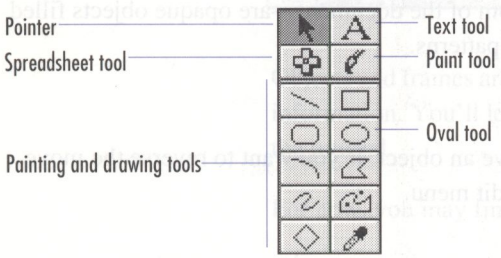
Use the pointer again to change an object's size.

To change an object's size, drag one of the object's handles. The object changes size as you drag.



Drawing Objects and Frames

The objects and frames you see in the sample document were drawn using the tools in the ClarisWorks tool panel. Because objects and frames are so important to understanding ClarisWorks, now is a good time to learn to create them.



You form all frames and objects in the same general way: first click the appropriate tool, and then drag in the document area to form the object. You can drag an object or frame to move it, and you can resize an object or frame by dragging its handles.

You won't be saving this sample document, so don't worry about ruining it. It's here to give you a chance to practice.

Drawing an Oval

An oval is just one type of object.

To draw an oval:

1. **Click the oval tool and then move the pointer into the drawing area.**

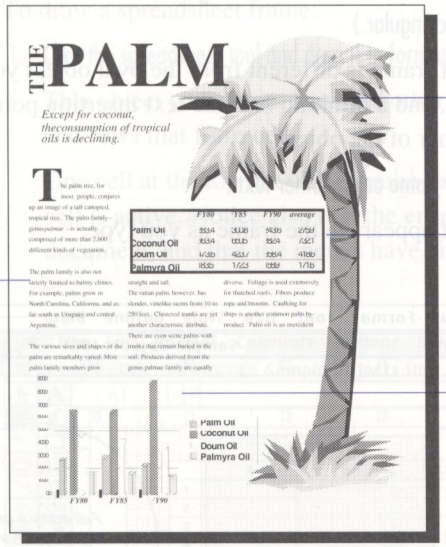
   The pointer becomes a crosshair.

2. **Hold down the mouse button and drag the crosshair to draw an oval of any size.**

You can use the same method to draw other types of objects, such as rectangles, arcs, and polygons.

Drawing Frames

Frames are what's special about ClarisWorks. With frames, you can combine several different environments—word processing, spreadsheet, drawing, and painting—in a single document.



Creating frames is as simple as drawing an object: click the appropriate tool and hold down the mouse button while you drag the pointer to draw the frame. Once you create a frame, you can change its size or move it, just as you can any object.

When you click inside a frame, you can use most of the features of the environment of that frame. You'll learn more about using frames and the capabilities of each environment in the rest of the tutorial. For now, practice creating text, spreadsheet, and paint frames.

Drawing a Text Frame

Even though you are in a draw document, you can type in a text frame and use many of the ClarisWorks word processing features.

To draw a text frame:

1. **Click the text tool.**

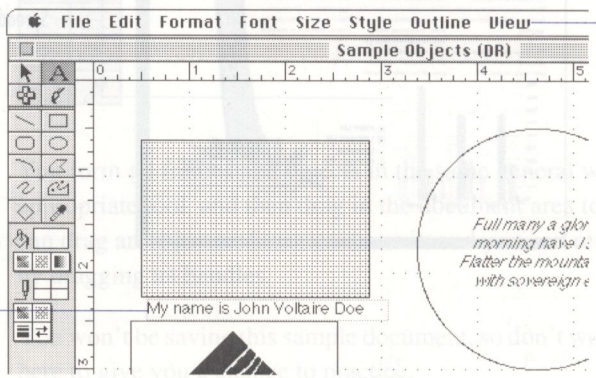
   The pointer becomes an I-beam.

2. **Hold down the mouse button and drag the I-beam to form a rectangle. (Frames are always rectangular.)**

   The text frame is different from the oval object you drew—it has no handles, and a blinking bar (the text insertion point) appears in the upper left corner of the object.

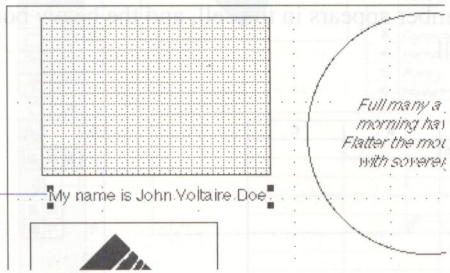
3. **Type your name or any other text.**

   The text appears in the frame as you type.


File Edit Format Font Size Style Outline View
Word processing menus
Sample Objects (DR)
My name is John Voltaire Doe
Words in a text frame

4. **Press the Enter key (not Return), or click outside the frame.**

   Handles on the frame show that it's selected.



Handles show that the frame is selected.

Drawing a Spreadsheet Frame

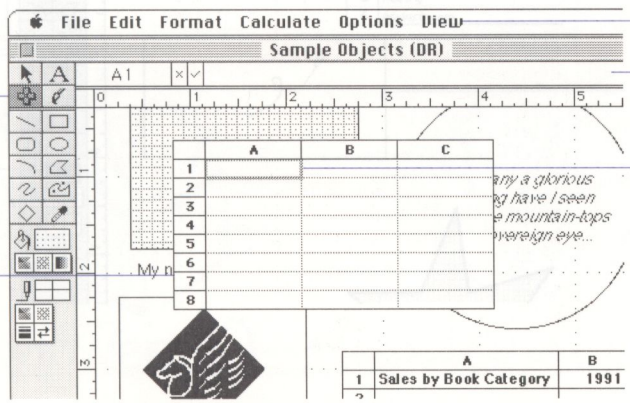
A spreadsheet frame allows you to use many of the features of the spreadsheet environment.

To draw a spreadsheet frame:

1. **Click the spreadsheet tool and drag it to form a rectangle.**

   This object is different from the other two you drew. It contains columns and rows that form **cells**.

   One cell at the top left of the frame has a heavy border, showing that the cell is active. Notice also that the **entry bar** was added to the top of the document, and that the menus have changed to spreadsheet menus.



Spreadsheet menus

Entry bar

Spreadsheet tool

Box with heavy border shows active spreadsheet cell.

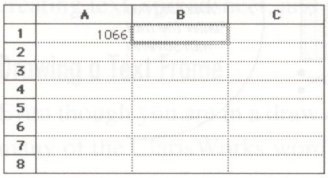
Spreadsheet frame

2. **Type a number.**

   The number appears in the entry bar as you type.

3. **Press Tab.**

   The number appears in the cell, and the heavy border moves to the next cell.



In a later chapter, you'll learn more about spreadsheets. For now it's enough to know that you can create a spreadsheet frame that you can move or resize just as you can any other object.

Drawing a Paint Frame

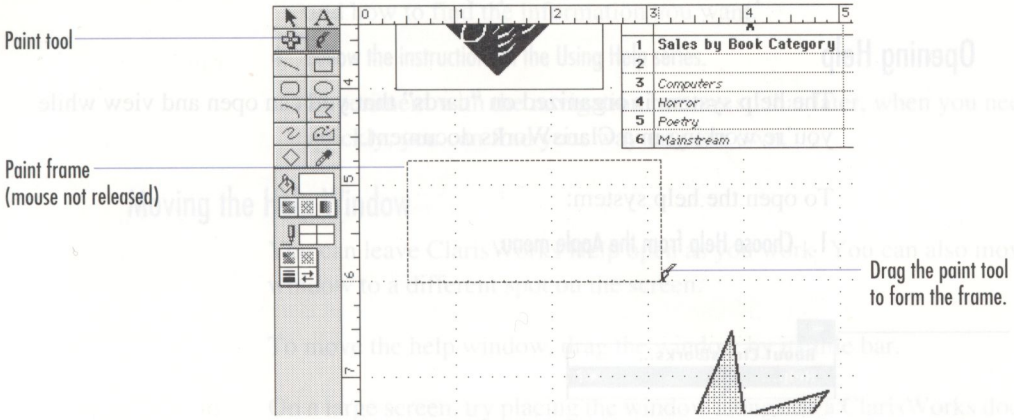
Use a paint frame to add "paintings" and special effects to your document.

To create a paint frame:

1. **Scroll down in the document until you find some clear space.**

   Although you can create the paint frame anywhere in the document, it's easier to see what's happening if you create the frame in a clear spot.

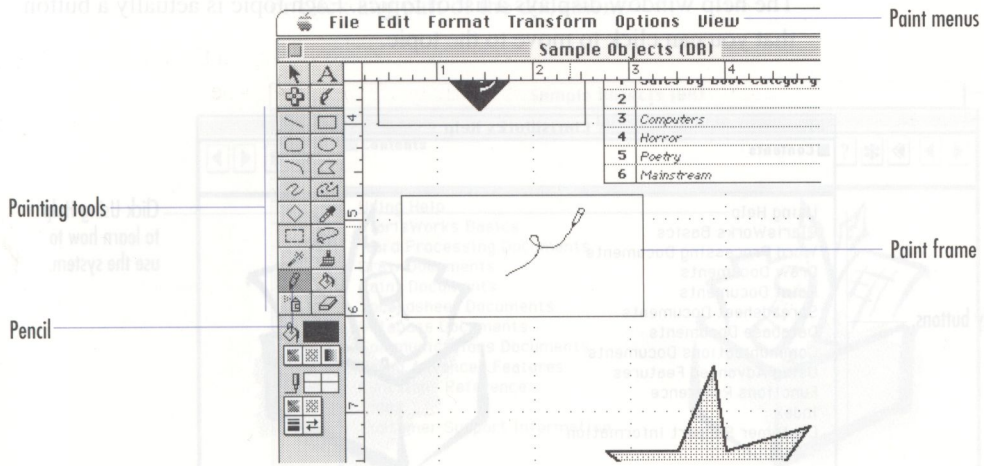
2. Click the paint tool and drag it to form a rectangle.



When you release the mouse, you see the paint menus and new tools appear on the tool panel. There are no gridlines in a paint frame.

3. Use the pencil to make a design in the paint frame.

The pencil is already selected.



Using Help as You Work

A comprehensive onscreen help system comes with ClarisWorks.

Opening Help

The help system is organized on "cards" that you can open and view while you're working in a ClarisWorks document.

To open the help system:

1. **Choose Help from the Apple menu.**

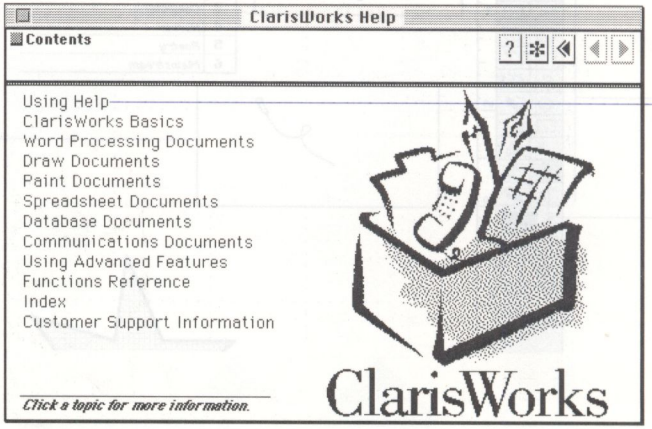
ClarisWorks Help opens in a separate window.

Help is "context sensitive," which means you can get help on the task that you are currently performing.

For now, you want to see the table of contents for the system.

2. **Click the Contents box in the upper left corner of the card.**

The help window displays a list of topics. Each topic is actually a button that you can click to move to the topic.



3. **Click Using Help.**

   You see instructions for using the help system, including how to navigate and how to find the information you want.

4. **Follow the instructions in the Using Help series.**

   Experiment with the navigation buttons so that later, when you need help quickly, you can find your way on your own.

Moving the Help Window

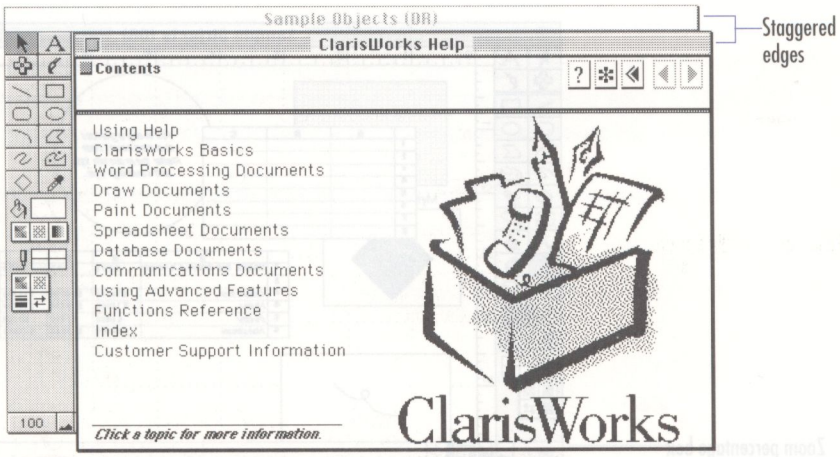
You can leave ClarisWorks Help open as you work. You can also move the window to a different spot on the screen.

To move the help window, drag the window by its title bar.

On a large screen, try placing the window alongside a ClarisWorks document. On a smaller screen, arrange the windows so that you can always click an edge to activate the help system or your documents.

To position the help window for quick access, drag the help window so that only the top of the document window shows.

Switch from help to your document so that you are ready for the next section. To switch to your document, choose the document name from the View menu, or click any part of the document.



Practicing Document Basics

Several basic skills—zooming, scrolling, splitting the view, hiding tools, and using the Undo command—come in handy as you work through the tutorial.

Zooming In and Out

When you left the Sample Objects document, you had just finished drawing an object and several frames. As you drew them, you probably noticed that you could see only part of the document. The document is larger than the window.

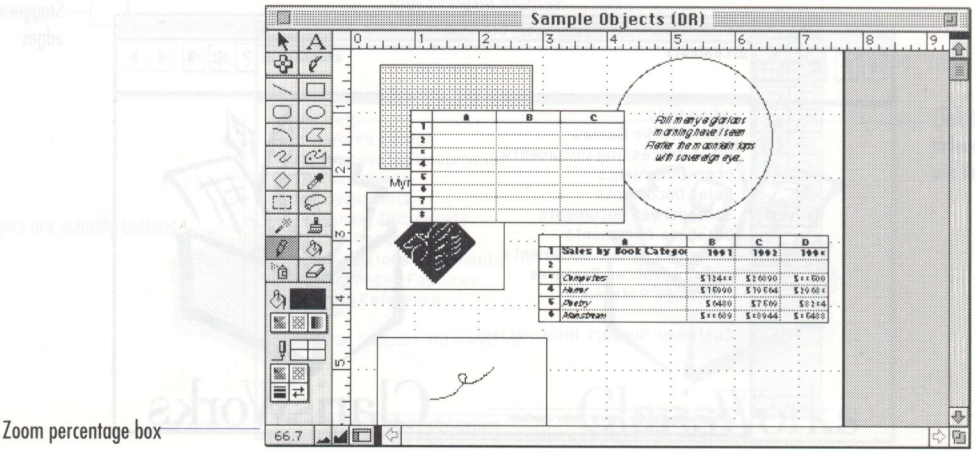
To get an idea of how the whole document looks, you can use the view controls at the bottom of the window to zoom out for an overview.

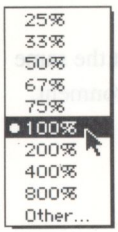
To zoom out:

1. **Click the zoom-out control once.**

   ClarisWorks changes your view so you can see much more of the drawing.

   The zoom percentage box now reads "66.7," indicating that the document is at 66.7% of its full size.





2. **Click the zoom-out control again.**

ClarisWorks zooms out again, and you can see still more of the document.

To zoom in, click the zoom-in control. ClarisWorks enlarges the view.

To return to actual view (100%):

1. **Click the zoom percentage box.**
2. **Choose 100% from the zoom percentage box pop-up menu.**

Scrolling

Try zooming in or out and then scrolling up and down through the document. You'll find that the scroll bars work the same way in any view.

For information on scrolling, see the documentation that came with your Macintosh.

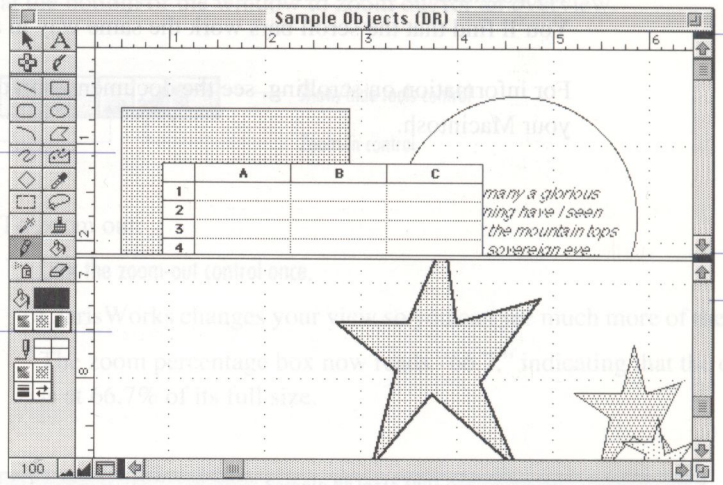
Splitting the Window

If your document is large, you may want to see different parts of it at the same time. You can split the document window in any ClarisWorks environment.

To split the window horizontally:

1. Drag the horizontal pane control downward.
2. To work in the document, click either pane.

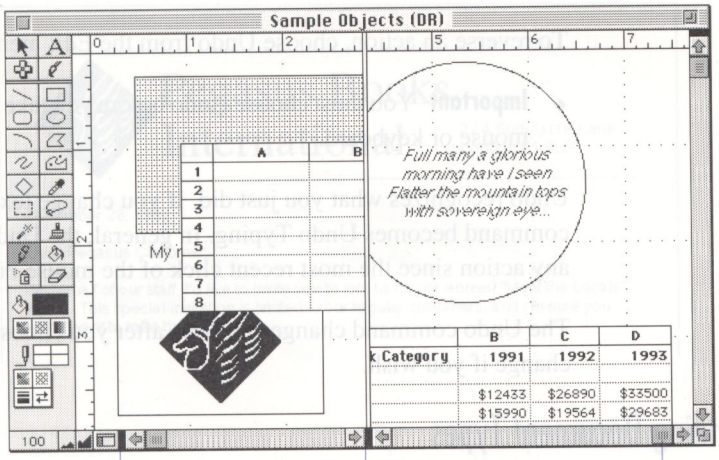
   Each pane has its own scroll arrows and scroll bars, so you can move around in either view of the document.



To return to a single window, drag the pane tool upward until the top pane disappears.

To split the view vertically, drag the vertical pane control to the right.

The vertical pane control is to the left of the scroll arrow at the bottom of the window. Try splitting the window vertically to keep the left part of the document visible as you scroll to the right.


Sample Objects (DR)
Full many a glorious morning have I seen
Flatter the mountain tops with sovereign eye...
Drag the vertical pane control...
...to here.
Scroll bar for right pane

To return to a single window, drag the pane tool to the left until the left pane disappears.

Hiding the Tools

In a draw document such as Sample Objects, the tool panel is present when you open the document. In other types of ClarisWorks documents, the tool panel may be hidden, but you can bring it into view when you need it. If you have a small-screen Macintosh, hiding the tools gives you more room to work.

Show/hide tools control

To hide ClarisWorks tools, click the show/hide tools control. The tools disappear, but return if you click the control again.

If you prefer to use a menu, choose Show Tools or Hide Tools from the View menu.

Changing Your Mind

As you work with ClarisWorks, you may move an object, revise some text, or take some other action you'd prefer to undo. You can usually cancel an action, as long as you don't do something else before you change your mind.

To reverse an action, choose Undo from the Edit menu.

- **Important** You must choose Undo before you take any other action with the mouse or keyboard.

Undo recognizes what you just did. If you change text, for example, the command becomes Undo Typing. In general, the Undo command reverses any action since the most recent click of the mouse button.

The Undo command changes to Redo after you choose it, so you can restore a change if you wish.

Understanding Document Types

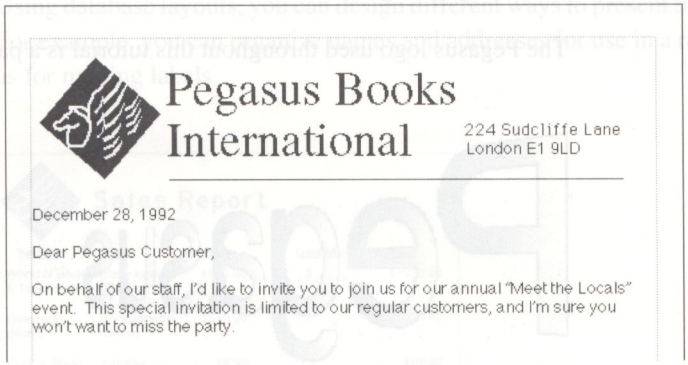
You can create six different types of documents in ClarisWorks: word processing, draw, paint, spreadsheet, database, and communications. Each type has a primary function.

Take a moment to become familiar with what each document type does best.

Word Processing

A word processing document—also called a text document—is primarily for words.

You can create multiple columns, an outline, footnotes, and a header and footer. You can also paste pictures, draw shapes such as boxes or borders, add spreadsheet, paint, or text frames, or add charts created from data in a spreadsheet.



Pegasus Books International

224 Sudcliffe Lane
London E1 9LD

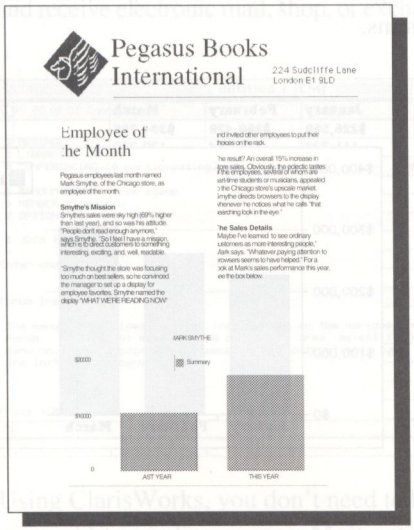
December 28, 1992

Dear Pegasus Customer,

On behalf of our staff, I'd like to invite you to join us for our annual "Meet the Locals" event. This special invitation is limited to our regular customers, and I'm sure you won't want to miss the party.

Draw

A draw document is like an electronic drawing pad. You can use it to lay out pages, such as those for a newsletter or brochure. You can draw objects or add frames. A draw document is the most flexible document type for mixing objects and frames.



Pegasus Books International

224 Sudcliffe Lane
London E1 9LD

Employee of the Month

Pegasus employees last month named Mark Smythe, of the Chicago store, as employee of the month.

Smythe's Mission

Smythe's sales were sky high (69% higher than last year), and so was his attitude. "People don't read enough anymore," says Smythe. "So I feel I have a mission, when they do, to put them in something interesting, exciting, and, well, readable."

"Smythe thought the store was focusing too much on best sellers, so he convinced the manager to set up a display for employee favorites. Smythe named the display "WHAT WE'RE READING NOW."

and invited other employees to put their picks on the rack.

The result? An overall 15% increase in store sales. Obviously, the eclectic tastes of the employees, several of whom are part-time students or musicians, appealed to the Chicago store's upscale market. Smythe directs browsers to the display whenever he notices what he calls "that searching look in the eye."

The Sales Details

Maybe I've learned to see ordinary customers as more interesting people," Mark says. "Whatever paying attention to rowsers seems to have helped." For a ook at Mark's sales performance this year, ee the box below.

MARK SMYTHE

Summary

$30000

$10000

0

LAST YEAR

THIS YEAR

Paint

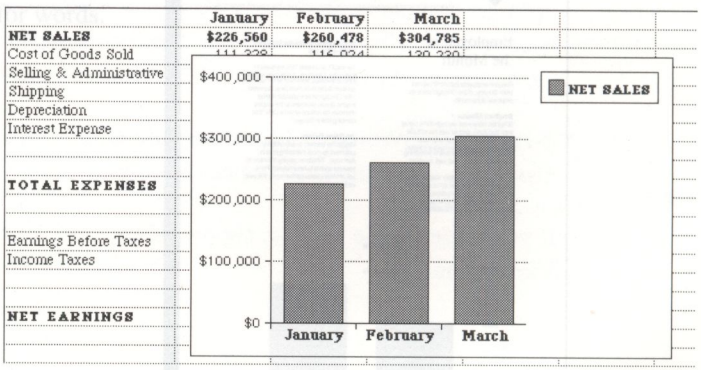
A paint document is like an electronic paint set. You can use it to paint with tools such as a brush or a spray can, apply special effects, and then copy and paste the painting into other ClarisWorks documents as a paint frame.

The Pegasus logo used throughout this tutorial is a painting.

Spreadsheet

A spreadsheet document is like a columnar pad of paper. You can enter numbers and transform them into pie, bar, and scatter charts that show financial or scientific trends and relationships in a way that numbers can't.

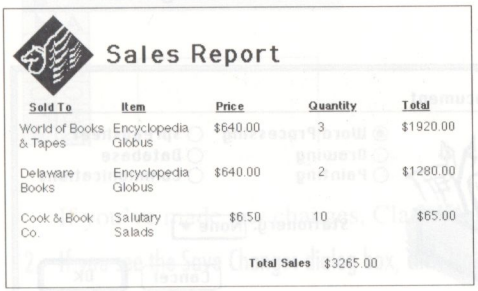
Most people use a spreadsheet to tally numbers and compute formulas, but you can use one to organize any information, such as a schedule, that you want to present in columns.



Database

You use a database document to store, sort, organize, and find information for reports, mailing lists, or catalogs, or for tracking sales and invoices.

Using database layouts, you can design different ways to present the same data. For example, you can organize names and addresses for use in a report as well as for mailing labels.

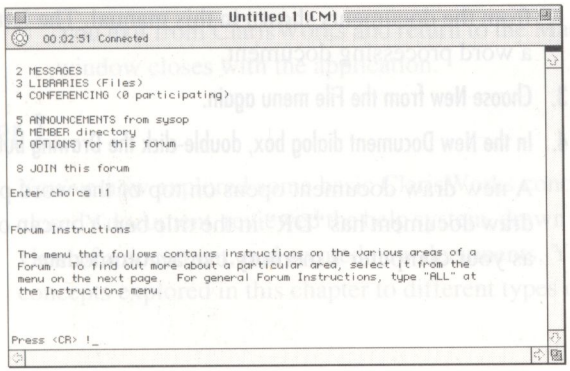


Sales Report

Sold To	Item	Price	Quantity	Total
World of Books & Tapes	Encyclopedia Globus	$640.00	3	$1920.00
Delaware Books	Encyclopedia Globus	$640.00	2	$1280.00
Cook & Book Co.	Salutary Salads	$6.50	10	$65.00
			Total Sales	$3265.00

Communications

You can use a communications document to communicate with an online information service or another computer. Depending on the service you choose, you can join online discussion groups, look up business or technical topics, send and receive electronic mail, shop, or exchange files with another ClarisWorks user.


Untitled 1 (CM)
00:02:51 Connected
2 MESSAGES
3 LIBRARIES (Files)
4 CONFERENCING (0 participating)
5 ANNOUNCEMENTS from sysop
6 MEMBER directory
7 OPTIONS for this forum
8 JOIN this forum
Enter choice !1
Forum Instructions
The menu that follows contains instructions on the various areas of a Forum. To find out more about a particular area, select it from the menu on the next page. For general Forum Instructions, type "ALL" at the Instructions menu.
Press <CR> !_

Using ClarisWorks, you don't need to be a telecommunications expert to connect to an online service. Most options are preset for you.

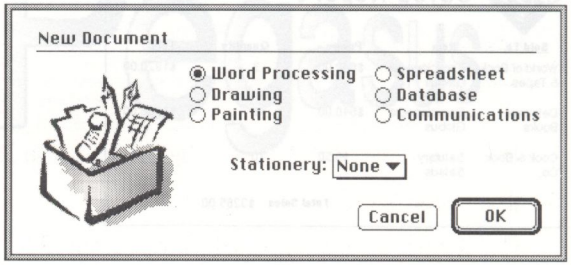
Creating a New Document

Now that you're familiar with the different types of ClarisWorks documents, you're ready to practice creating a few new ones. You'll need to know how to do this to work through the remainder of the tutorial.

To create a new document:

1. **Choose New from the File menu.**

   You see the New Document dialog box.



2. **Double-click the Word Processing button (or you can click the button and then click OK).**

   A new document opens.

   For now, don't do anything with the document.

   The new document is named "Untitled 1 (WP)." The number shows how many documents you have opened during the session; the number may vary from the documents shown in this manual. The letters *WP* show that this is a word processing document.

3. **Choose New from the File menu again.**

4. **In the New Document dialog box, double-click the Drawing button.**

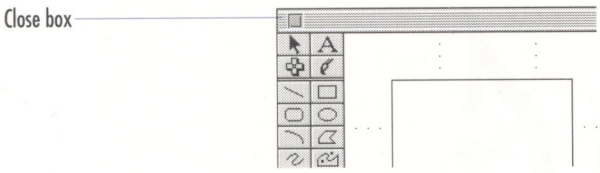
   A new draw document opens on top of the word processing document. A draw document has "DR" in the title bar. You can open as many documents as your computer's memory can accommodate.

Closing the Practice Documents

You're near the end of the chapter, so you can close the Sample Objects document, any other documents you created, and the help system.

To close the practice documents:

1. **Click the close box of the topmost document, or choose Close from the File menu.**



If you've made any changes, ClarisWorks asks if you want to save them.

2. **If you see the Save Changes dialog box, click No.**

ClarisWorks closes the top document. You'll learn to name and save your documents in the next chapter.

3. **Close all the documents in the same way, until only the menu bar is left on the screen.**

Documents from other applications remain open on the screen.

If you plan to go immediately to chapter 2, skip the next step.

4. **Press Command-Q or choose Quit from the File menu.**

The Command key is marked with a ⌘.

You exit from ClarisWorks and return to the Macintosh desktop. The help window closes with the application.

Wrapping Up Chapter 1

You've now explored some basic ClarisWorks concepts. You've opened and closed a document, reviewed the help system, drawn some objects, changed the view of a document, and created new documents. You are ready to apply the concepts explored in this chapter to different types of documents.

Chapter 2

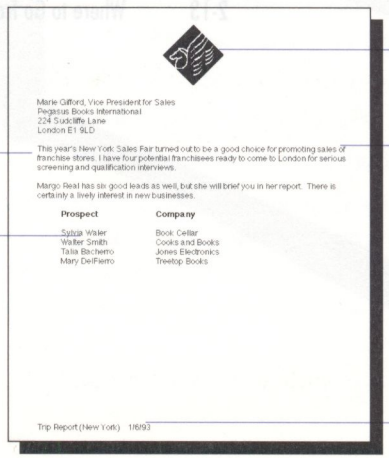
Writing a Trip Report

Writing the Report	2-3	Finishing the Report	2-14
Making Changes	2-9	Wrapping Up Chapter 2	2-17
Adding Art	2-11	Closing the Report	2-17
Saving the Document	2-13	Where to Go from Here	2-17

Chapter 2

Writing a Trip Report

Imagine that you are a sales representative for Pegasus Books. You have just returned from a business trip and want to write a trip report. You use a ClarisWorks word processing (text) document to do the following tasks:


Marie Gifford, Vice President for Sales
Pegasus Books International
224 Sudcliffe Lane
London E1 9LD
This year's New York Sales Fair turned out to be a good choice for promoting sales of franchise stores. I have four potential franchisees ready to come to London for serious screening and qualification interviews.
Margo Real has six good leads as well, but she will brief you in her report. There is certainly a lively interest in new businesses.
Prospect
Company
Sylvia Waler
Book Cellar
Walter Smith
Cooks and Books
Talia Bachemo
Jones Electronics
Mary DelPierro
Treetop Books
Trip Report (New York) 1/6/93

Insert a picture.

Write a report and revise the text.

Check spelling.

Create a table.

Add a footer.

Writing the Report

You get started by opening a new document and typing some paragraphs.

Opening a New Document

Start ClarisWorks, if necessary, and create a new word processing document. (See "Creating a New Document" in chapter 1 for details.)

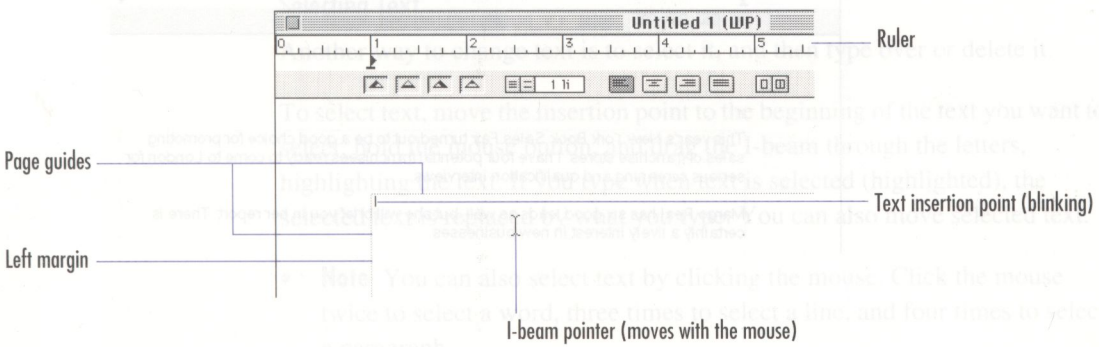
In the title bar of the new document, you see "Untitled 1 (WP)." The *WP* stands for word processing. Later in this chapter, you'll give the document a different name.

- **Note** In this session and throughout the tutorial, you can follow the examples or work on your own documents. If you decide to create your own documents, you can use the examples as models.

Typing the Report

Before you start typing, take a look at the new page. At the top of the new page you see the **text ruler**. You can ignore the ruler for now and focus on writing, which you'll begin in a moment.

Notice the vertical bar, the **text insertion point**, blinking in the upper-left corner of the page. The light lines you see to the left and above the insertion point are **page guides**, which show the boundaries of a text page. The **I-beam pointer** moves when you move the mouse. After you've typed some text, you'll use the I-beam to set the insertion point somewhere else.



To type the first two paragraphs:

1. **Type the following lines of text. Don't press the Return key at the end of a line.**

   ```
   This year's New York Book Sales Fair turned out to
   be a good choice for promoting sales of franchise
   stores. I have four potential franchisees ready to
   come to London for serious screening and
   qualification interviews.
   ```

   The insertion point moves as you type. When you reach the right margin, the last word is placed on a new line, in a process called **word wrap.**

2. **If you make an error, press Backspace or Delete to back up over the error, and then retype.**

   You can hold down either key to backspace rapidly over several characters.

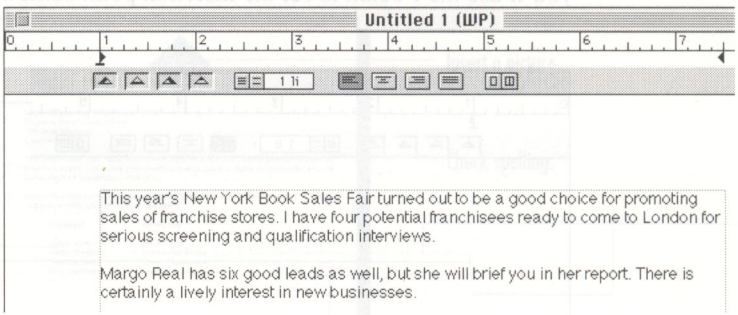
3. **Press the Return key twice.**

   Pressing Return the first time ends the paragraph. The second return inserts a line of space so you can start the next paragraph. The text insertion point moves down one line each time you press Return.

4. **Type the second paragraph.**

   ```
   Margo Real has six good leads as well, but she will
   brief you in her report. There is certainly a lively
   interest in new businesses.
   ```

   The report should now look something like this:


Untitled 1 (WP)
This year's New York Book Sales Fair turned out to be a good choice for promoting sales of franchise stores. I have four potential franchisees ready to come to London for serious screening and qualification interviews.
Margo Real has six good leads as well, but she will brief you in her report. There is certainly a lively interest in new businesses.

Correcting Mistakes

If you make any typing mistakes, you can correct them later when you check the spelling, or you can fix them now by deleting or selecting the incorrect text.

Deleting Text

As you learned earlier, one way to fix an error you make while typing is to use the Delete key or the Backspace key to erase the text. You can use this same technique when you discover an error later.

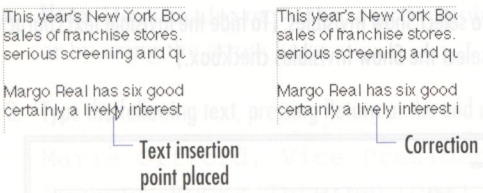
To correct the error after you've typed more text:

1. **Move the I-beam just to the right of the error and click.**

   If you don't get the blinking text insertion point in exactly the right place, move the I-beam and click again.

   - **Note** You can also use the arrow keys to move the insertion point.

2. **Press Backspace or Delete to erase the error, and retype.**


This year's New York Boo
sales of franchise stores.
serious screening and qu
Margo Real has six good
certainly a lively interest
This year's New York Boo
sales of franchise stores.
serious screening and qu
Margo Real has six good
certainly a lively interest i
Text insertion point placed
Correction

Selecting Text

Another way to change text is to select it, and then type over or delete it.

To select text, move the insertion point to the beginning of the text you want to select, hold the mouse button, and drag the I-beam through the letters, highlighting the text. If you type when text is selected (highlighted), the selected text is replaced by what you type. You can also move selected text.

- **Note** You can also select text by clicking the mouse. Click the mouse twice to select a word, three times to select a line, and four times to select a paragraph.

To deselect text, move the insertion point somewhere else, or select different text.

This year's New York Boo
sales of franchise stores.
serious screening and qu
Margo Real has six good
certainly a lively interest
Selected text is highlighted.

Displaying Invisible Characters

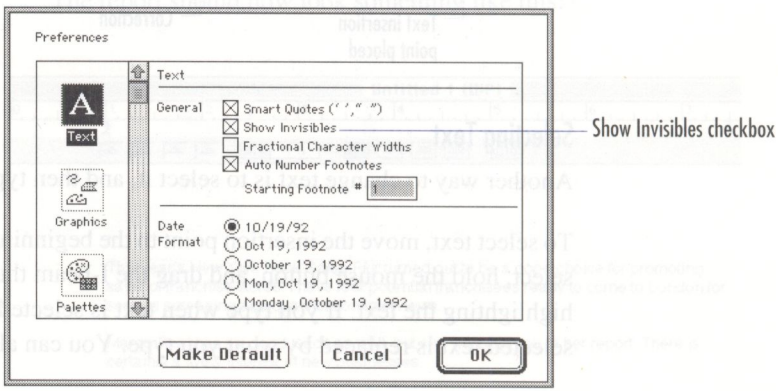
You can display the invisible formatting characters, such as Tab and Return, that are part of the text. Formatting characters never show on a printed page, although you can display them on the screen in a word processing document. It is easier to revise a document when you see the invisible characters.

To display the invisible characters:

1. **Choose Preferences from the Edit menu.**

   ClarisWorks displays the Preferences dialog box.

2. **Click to select Show Invisibles. (To hide the invisible text characters, follow the same procedure to deselect the Show Invisibles checkbox.)**



- **Note** Another way to show or hide invisible formatting characters is to hold down the Command key (indicated by a propeller symbol) and press ; (semicolon).

3. **Click OK.**

   In the rest of this session, the illustrations show the invisible characters.

This year's New York Book Sales Fair turned out to be a good choice for promoting sales of franchise stores. I have four potential franchisees ready to come to London for serious screening and qualification interviews.
Margo Real has six good leads as well, but she will brief you in her report. There is certainly a lively interest in new businesses.

Adding New Information

As you read over your report, you realize that you forgot to address it. It's easy to add the address to the top of the report.

To insert more text above what you've already typed:

1. **Move the insertion point to the top of the report by holding down the Command key (indicated by a propeller symbol) and pressing the Up arrow.**

   The insertion point moves to the left of the first character in the report.

- **Note** You can also move the insertion point by clicking the I-beam pointer or by using the arrow keys.

2. **Type the following text, pressing Return at the end of the each line:**

```
Marie Gifford, Vice President for Sales
Pegasus Books International
224 Sudcliffe Lane
London E1 9LD
```

3. **Add a blank line by pressing Return again.**

   The rest of the text moves downward. You can use the same process to insert additional text or blank lines anywhere in a word processing document.

Creating a Table

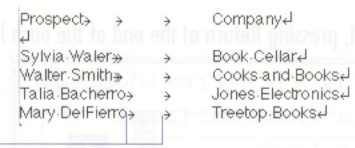
You want to add the names of the sales prospects to the report. The names of the prospects and their companies would look good in a table.

To create a table:

1. **Move the insertion point to the end of the last sentence in the report. Then press Return once to add a blank line and again to begin a new one.**
2. **Type "Prospect" and press Tab three times.**

   Pressing Tab inserts a tab character in the text. As you press Tab, notice that the text insertion point stops every half inch. The ruler is preset with tabs every half inch.
3. **Type "Company" and press Return twice.**
4. **Type "Sylvia Waler" and press Tab until the insertion point is under "Company."**

   Because you have set ClarisWorks Preferences to show invisible characters, you can see each Tab character as you enter it.
5. **Type "Book Cellar" and press Return. Continue typing the prospect and company names in columns.**


Prospect→ → → Company↵
↵
Sylvia Waler→ → Book Cellar↵
Walter Smith→ → Cooks and Books↵
Talia Bacherro→ → Jones Electronics↵
Mary DelFierro→ → Treetop Books↵
Tab characters

Making a Line Bold

The column headings need to be set off from the table in some way. One way to emphasize characters is to make them bold.

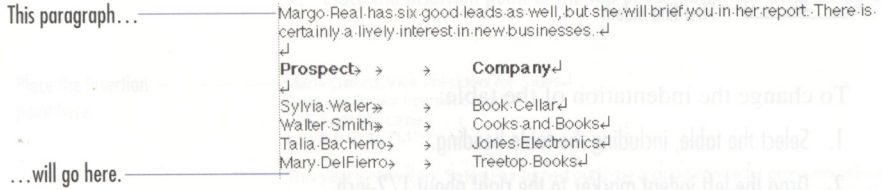
To make the column headings bold, select the line containing "Prospect" and "Company" by clicking the line three times, and then choose Bold from the Style menu.

Making Changes

As you learned earlier when fixing typing errors, it's easy to make changes in a word processing document. You can move large blocks of text as easily as you can move single letters and words.

Moving Text Around

After rereading the trip report, you decide to move the paragraph that is above the table to a position below it.


This paragraph...
Margo Real has six good leads as well, but she will brief you in her report. There is certainly a lively interest in new businesses.
Prospect → → Company
Sylvia Waler → → Book Cellar
Walter Smith → → Cooks and Books
Talia Bacherro → → Jones Electronics
Mary DelFierro → → Treetop Books
...will go here.

To move the paragraph:

1. **Drag the I-beam pointer through the paragraph that starts with "Margo Real," including the paragraph return character that follows.**
2. **Choose Cut from the Edit menu.**

   Cutting the text removes it from your document and places a copy on the Clipboard, a temporary storage place in the computer. The copy stays there until you cut (or copy) something else, or until you shut down the computer.
3. **Place the insertion point after the last line in the report. Then press Return twice to create two new lines.**

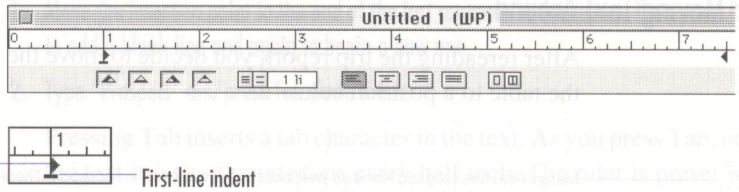
   You see return characters under the table.
4. **Choose Paste from the Edit menu.**

   The copy is pasted into the new spot.

◆ **Note** You use the same technique to copy and paste text. When you copy, the original text stays where it is, and a copy goes on the Clipboard. You can paste the copy elsewhere or in another document.

Changing the Indentation

The table could use more emphasis, so you indent it to set it off from the other text. Two indent markers on the left side of the ruler control the **indentation**—the distance of text from the page guides.

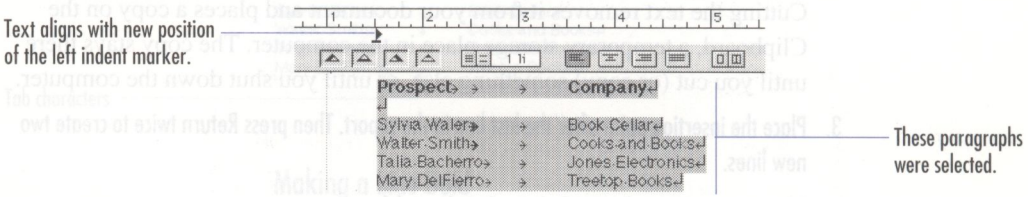


To change the indentation of the table:

1. **Select the table, including the table heading.**
2. **Drag the left indent marker to the right about 1/2-inch.**

   Place the tip of the pointer on the left indent marker, not on the first-line indent marker, so that the two indent markers move together.

   The left indent of the selected paragraph changes when you release the mouse button.



Adding Art

The Pegasus logo at the top of the page would give the report a finished look. You have a copy of the logo in a MacPaint document.

Inserting the Picture

Inserting is a fast way to copy information from another application document to a ClarisWorks document.

To insert the picture:

1. **Place the insertion point at the top of the document by pressing Command-Up arrow.**

Place the insertion point here.

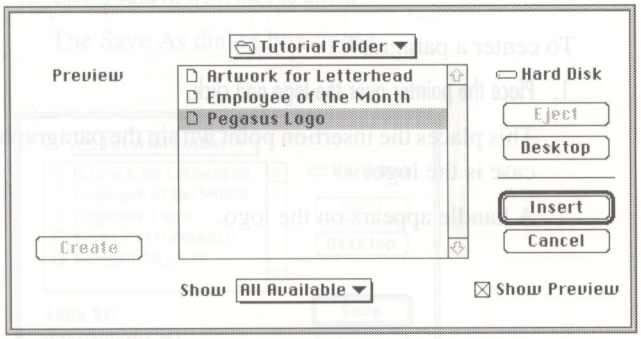
Marie Gifford, Vice President for Sales
Pegasus Books International
224 Sudcliffe Lane
London E1 9LD

This year's New York Sales Fair turned out to be a good choice for promoting sales of franchise stores. I have four potential franchisees ready to come to London for serious

2. **Choose Insert from the File menu.**

   You see the Insert Document dialog box, with a list of document names. The art is located in the Tutorial Folder.

3. **Click the document "Pegasus Logo."**



◆ **Note** If you don't have QuickTime installed, your dialog box looks different.

4. **Click Insert.**

   The contents of the document are placed at the insertion point.

5. **Press Return twice.**

   Pressing Return twice places the name and the art on different lines and adds a line between the art and the text.

Marie·Gifford,·Vice·President·for·Sales↵
Pegasus·Books·International↵
224·Sudcliffe·Lane↵
London·E1·9LD↵
↵
This·year's·New·York·Book·Sales·Fair·turned·out·to·be
sales·of·franchise·stores.·I·have·four·potential·franchise

Another way to add a picture from another application is to copy the art and paste it into the document; you will learn this method in another session. Using the Insert command is much quicker.

Centering the Picture

The logo is very close to the left margin; it would look better centered at the top of the page. ClarisWorks can do this automatically.

To center a paragraph:

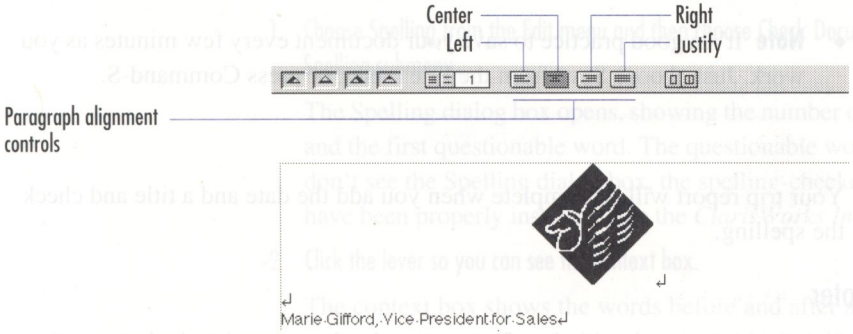
1. **Place the pointer over the logo and click.**

   This places the insertion point within the paragraph; the "paragraph" in this case is the logo.

   A handle appears on the logo.

2. **Click the center alignment control.**

   ClarisWorks aligns the logo around the center of the margin settings.



- **Note** You can use this same technique to center text. Place the insertion point within the paragraph you want to center and click the center alignment control.

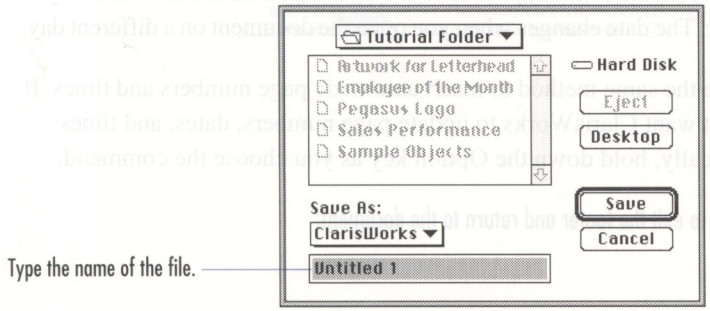
Saving the Document

You want to save and name your report, but you're not ready to stop working on it yet. You can name and save the report and keep the file open for more work.

To name and save the practice document:

1. **Choose Save As from the File menu.**

   The Save As dialog box opens.



2. Type "Trip Report" in the Save As text box.
3. Click Save.

   The document is saved and remains open.

◆ **Note** It's a good practice to save your document every few minutes as you work. Just choose Save from the File menu, or press Command-S.

Finishing the Report

Your trip report will be complete when you add the date and a title and check the spelling.

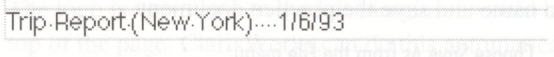
Adding a Footer

You decide to put the title in a **footer,** text that is repeated at the bottom of every page. You can even place today's date in the footer.

To add the footer:

1. Choose Insert Footer from the Format menu.

   ClarisWorks creates a footer box and places the insertion point in the box.
2. Type "Trip Report (New York)".



3. Type a few spaces by pressing the Space bar, and then choose Insert Date from the Edit menu.

   The date set in the control panel of your Macintosh is added automatically to the footer. The date changes when you open the document on a different day.

◆ **Note** Use the same method to insert automatic page numbers and times. If you don't want ClarisWorks to update page numbers, dates, and times automatically, hold down the Option key as you choose the command.

4. Press Enter to exit the footer and return to the document.

Checking the Spelling

ClarisWorks' spell checker checks the whole report, including the footer.

To check spelling:

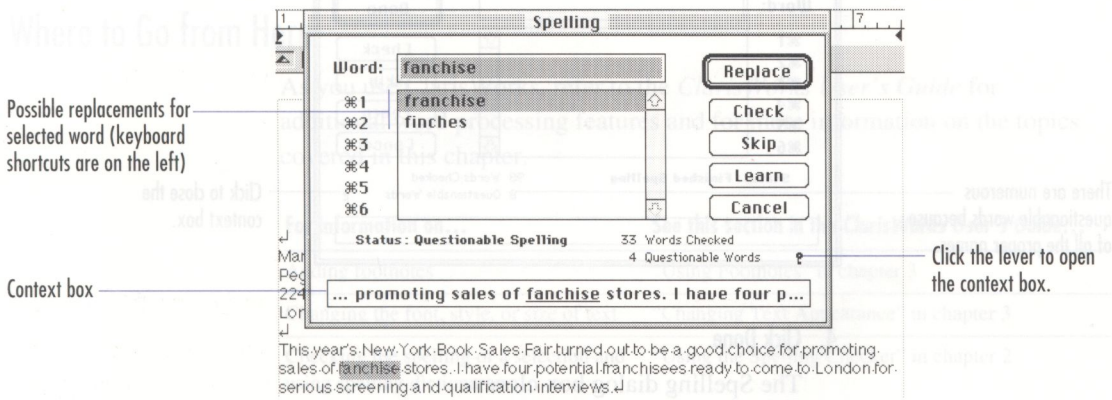
1. **Choose Spelling from the Edit menu and then choose Check Document from the Spelling submenu.**

   The Spelling dialog box opens, showing the number of words checked so far and the first questionable word. The questionable word is selected. If you don't see the Spelling dialog box, the spelling-checker dictionaries may not have been properly installed. See the *ClarisWorks Installation Guide*.

2. **Click the lever so you can see the context box.**

   The context box shows the words before and after a questionable word.

   For example, if you had typed "fanchise" instead of "franchise," the dialog box would look like this when ClarisWorks checks the word:

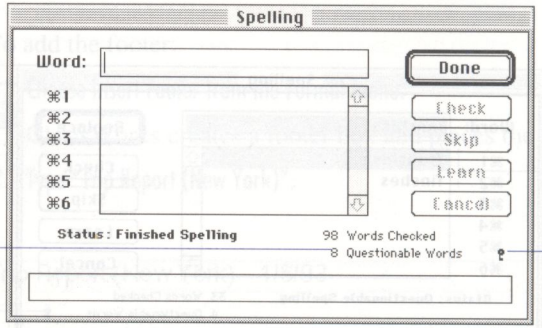

Spelling
Word: fanchise
Replace
⌘1 franchise
⌘2 finches
⌘3
⌘4
⌘5
⌘6
Check
Skip
Learn
Cancel
Status: Questionable Spelling
33 Words Checked
4 Questionable Words
... promoting sales of fanchise stores. I have four p...
This year's New York Book Sales Fair turned out to be a good choice for promoting sales of fanchise stores. I have four potential franchisees ready to come to London for serious screening and qualification interviews.
Possible replacements for selected word (keyboard shortcuts are on the left)
Context box
Click the lever to open the context box.

3. **Click a suggested replacement or type the correct spelling in the Word box and click Replace.**

   ClarisWorks inserts the correction and continues the check. If one of the suggested replacements is correct, you can use the keyboard command shown to the left of the word. For example, in the spelling dialog shown previously, press Command-1 to replace "fanchise" with "franchise."

Click this button...	To...
Check	Verify spelling of a word you type into the Word box.
Skip	Skip the word if it is spelled the way you want it.
Learn	Add the term to the current user dictionary.

When the spelling check is complete, a Done button appears in the dialog box.



4. **Click Done.**

   The Spelling dialog box closes.

Closing the Report

In the next chapter, you'll be working with a different document, so save and close the trip report.

To save and close the document:

1. **Click the close box.**

   If you haven't saved all your changes, a dialog box asks if you want to save them now.

2. **Click Cancel if you want to do more work in this document. Click Yes if you want to save your work, and No if you don't.**

Wrapping Up Chapter 2

You've now explored some basic word processing skills. You've written a report, changed the format of the text, added a footnote and a picture, checked the spelling, and named and saved a document.

Where to Go from Here

As you use ClarisWorks, refer to the *ClarisWorks User's Guide* for additional word processing features and for more information on the topics covered in this chapter.

For information on...	See this section in the *ClarisWorks User's Guide*...
Adding footnotes	"Using Footnotes" in chapter 3
Changing the font, style, or size of text	"Changing Text Appearance" in chapter 3
Checking the spelling of a selection and using spelling dictionaries	"Using the Spelling Checker" in chapter 2
Creating columns	"Working with Columns" in chapter 3
Creating custom styles	"Using Custom Text Styles" in chapter 2
Creating an outline	"Working with Outlines" in chapter 3
Indenting the first line or right side of a paragraph	"Indenting Paragraphs" in chapter 3
Inserting a header	"Adding Headers and Footers" in chapter 2
Using the thesaurus to find synonyms	"Finding Synonyms" in chapter 2
Using tables	"Setting Up a Table" in chapter 3

Chapter 3

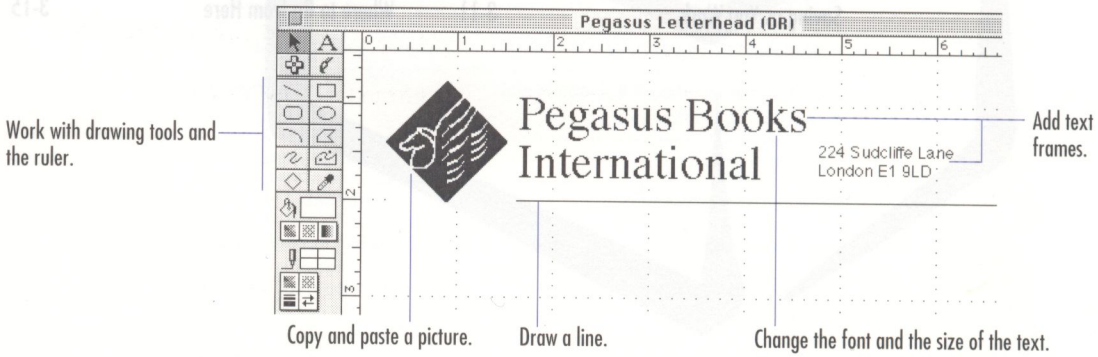
Creating a Letterhead

Starting the Letterhead	3-3	Arranging the Parts of the Letterhead	3-11
Typing the Name and Address	3-5	Making Stationery	3-13
Adding the Company Logo	3-9	Wrapping Up Chapter 3	3-15
Saving as You Work	3-11	Where to Go from Here	3-15

Chapter 3

Creating a Letterhead

After you finish your trip report, you realize that it would be handy to have stationery to use for future reports and letters. You use the ClarisWorks draw environment to design a letterhead, using the following techniques:


Pegasus Letterhead (DR)
Pegasus Books International
224 Sudcliffe Lane
London E1 9LD
Work with drawing tools and the ruler.
Add text frames.
Copy and paste a picture.
Draw a line.
Change the font and the size of the text.

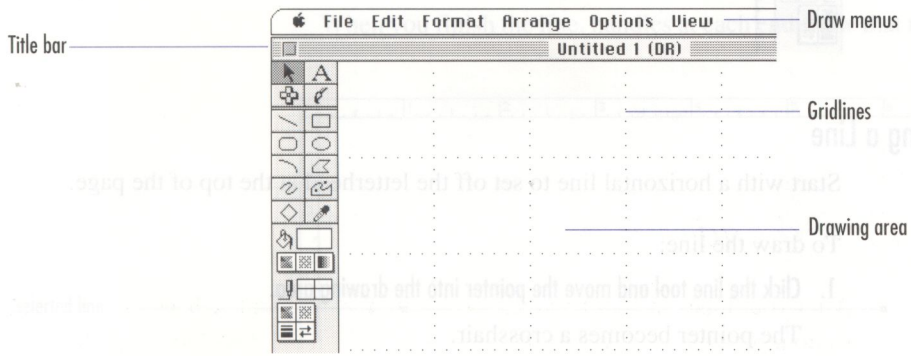
After you design the letterhead, you transfer it to a word processing document and save the document as stationery.

Starting the Letterhead

Start by opening a new draw document. See "Creating a New Document" in chapter 1 for details.

The new document is named "Untitled"; you'll rename the document later. The *DR* in the title bar stands for draw, the document type.

The document looks like the sample you opened in chapter 2, except there are no objects in the drawing area. The dotted lines that cross the document are **gridlines**. The grid represented by the gridlines helps you to align and size objects as you draw. Gridlines don't print.

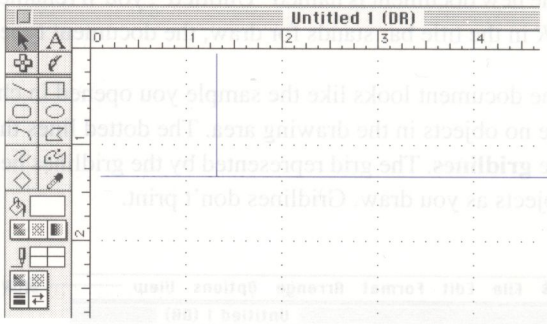


Showing the Rulers

You can display a ruler to help you place the letterhead design accurately.

To show the rulers, choose Show Rulers from the View menu.

You now see the **graphics rulers** at the top and left side of the document. The rulers are preset to measure in inches, and the gridlines are spaced in intervals of 1 inch.



Drawing a Line

Start with a horizontal line to set off the letterhead at the top of the page.

To draw the line:

Line tool

1. **Click the line tool and move the pointer into the drawing area.**

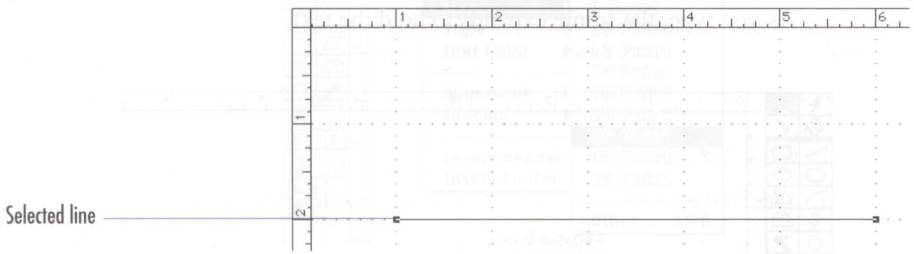
   The pointer becomes a crosshair.

2. **Press the Shift key and hold it down as you drag the crosshair to draw a line across the page.**

   Holding down the Shift key keeps the line horizontal, vertical, or at a 45-degree angle. Start the line 2 inches down from the top of the page and 1 inch from the left. End the line at 6 inches.

As you draw the line, notice the light dotted lines on the rulers that move with the crosshair. These lines help you place the objects in your drawing.

When you finish the line, handles at each end show that the line is selected.



Typing the Name and Address

You decide that you want the letterhead to contain both the company name and address. You put the name and address in separate text frames so you can position the parts of the letterhead easily.

Typing the Company Name

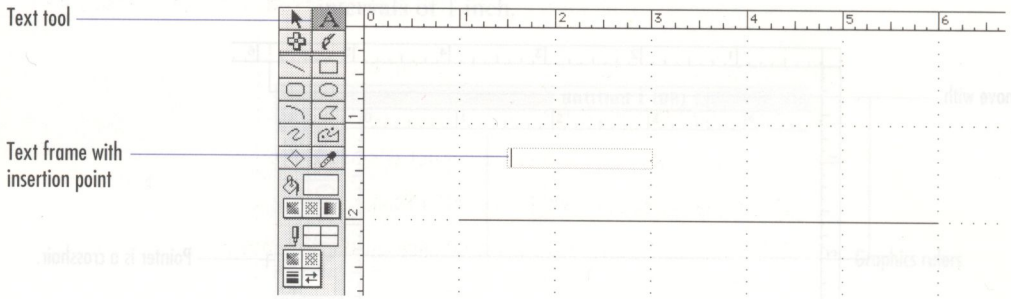
You create a text frame for the company name.

To create a text frame and type the name:

1. **Click the text tool and move the pointer into the drawing area.**

   The pointer becomes an I-beam.

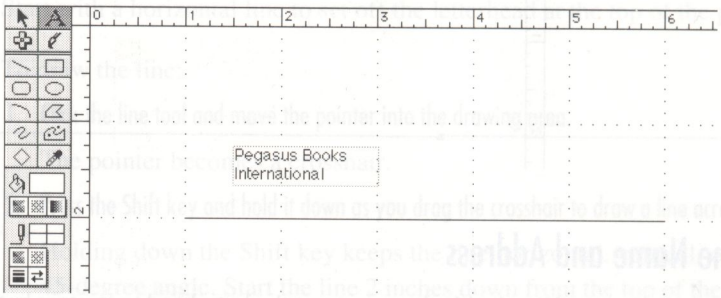
2. Click in the drawing area to create a text frame.



The insertion point is blinking in the frame.

3. Type "Pegasus Books International".

As you type, the frame expands to hold the text.



The company name is longer than the preset size for a text frame, so the last word wraps onto a new line. You can reshape the text frame later.

Changing the Look of the Name

The company name looks small for this part of the letterhead, but it's easy to emphasize it by changing the font and the size of the type.

A **font** is a set of letters, numbers, and symbols with a particular appearance. The preset font is Helvetica. The **size** is a measure of how tall and wide the letters are. Font sizes are measured in units called **points.** There are 72 points in an inch.

You can also change the style of the type, although it's not necessary for your letterhead. A **style** is the basic appearance of the characters in a font. For example, a font can be styled as italic (slanting), bold (heavier), or outline.

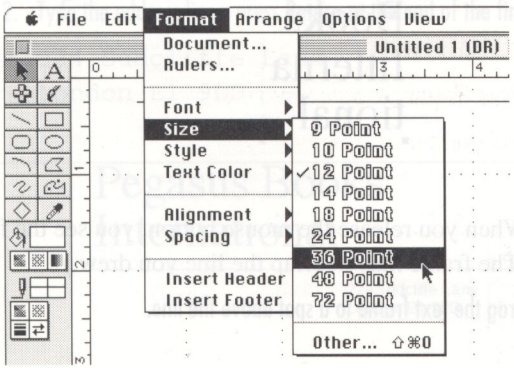
To change the font and the size of the name:

1. **Click the pointer in the tool panel.**

   Handles on the text frame show that it's selected.

2. **Change the font to Times and the size to 36 Point.**

   The Font and the Size commands are on the Format menu.

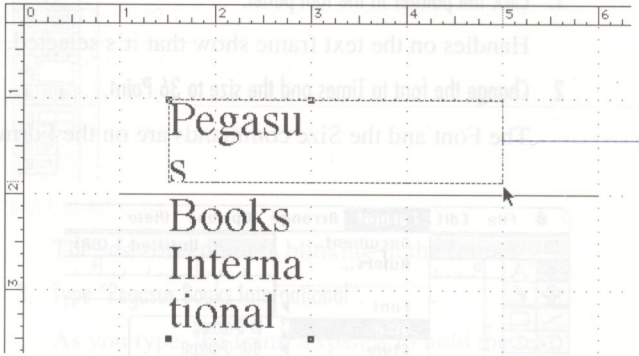


You've changed the look of the letters, but the letters aren't spaced correctly because the frame is too narrow.

Pegasu
s
Books
Interna
tional

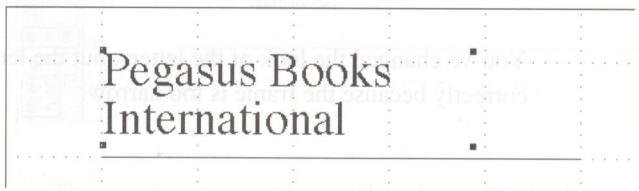
To change the shape of the frame:

1. Click the pointer and the text frame, if necessary.
2. Drag the handle on the bottom right corner of the text frame to the right.



When you release the mouse button, you see the frame in its new shape. (The frame may overlap the line you drew.)

3. Drag the text frame to a spot above the line.



Typing the Address

Create a new text frame for the company address so you can move the address lines around as you design.

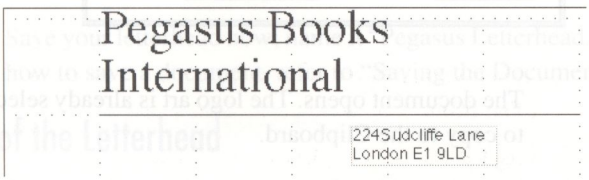
To add more text:

1. **Click the text tool and then click in the top portion of the page, outside of the existing text frame.**

   If you click inside the existing text, you'll see the text frame and insertion point. In this step, though, you want to create a new frame for the address. The exact location of the text frame isn't important. You'll move the objects into place later.

2. **Type the address lines; press Return at the end of the first line:**

   ```
   224 Sudcliffe Lane
   London E1 9LD
   ```



Adding the Company Logo

Now you're ready to add the logo—an illustration that symbolizes the company. The logo was created in MacPaint and is available in the Tutorial Folder.

In chapter 2, you placed text on the Clipboard and pasted the text into a document. Copying and pasting graphics works the same way.

To add the logo:

1. **Choose Open from the File menu.**

   You see the Open Document dialog box.

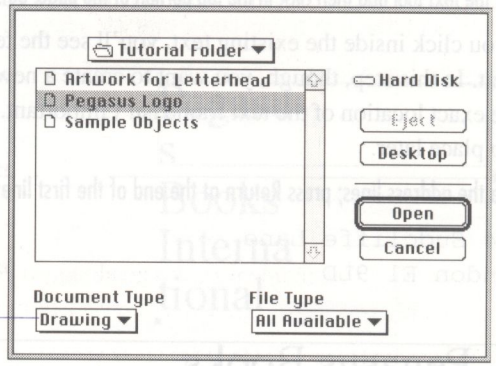
2. **Locate the Tutorial Folder and then open it.**

   You may need to change folders to find the Tutorial Folder. (For help with folders, refer to the documentation that came with your Macintosh.)

3. **Choose Drawing from the Document Type pop-up menu.**

   You see a list of files in the Tutorial Folder that ClarisWorks can import into a draw document.

4. **Double-click "Pegasus Logo."**



Choose the document type.

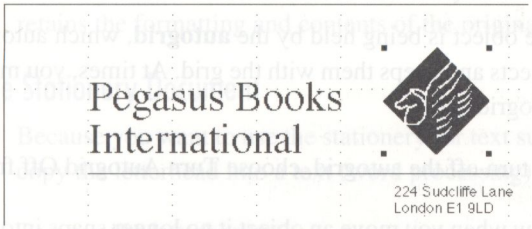
The document opens. The logo art is already selected, so it's ready for you to copy to the Clipboard.

5. **Choose Copy from the Edit menu.**
6. **Close the Pegasus Art document. Click No when you are asked if you want to save the changes.**

   When you opened the Pegasus Art document, ClarisWorks converted it to a ClarisWorks document. By not saving, you keep it as a MacPaint document.

7. **Click in the letterhead document outside the text objects, and then choose Paste from the Edit menu.**

Clicking in the document establishes the paste point. ClarisWorks pastes the art at that point and leaves the art selected.



Saving as You Work

You should save your document as you go along, so you won't lose your work if there is an unexpected occurrence or a power failure.

Save your letterhead now; name it "Pegasus Letterhead." If you need to review how to save a document, refer to "Saving the Document" in chapter 2.

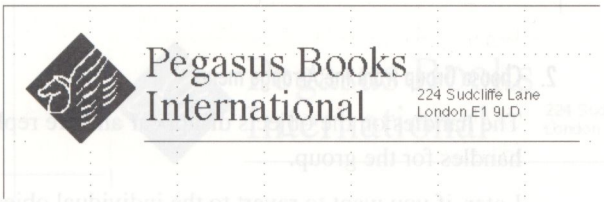
Arranging the Parts of the Letterhead

Now you're ready to position the objects in the letterhead.

Moving the Objects

Because you created each element of the letterhead as a separate object, you can experiment with different designs.

Move the objects so they look like this:



To move each object, click it (not a handle) and then drag the object into a new position.

Moving Objects Freely

Try moving the logo art a little to the right. You will find that it does not stay in the new position.

The object is being held by the **autogrid**, which automatically "attracts" objects and keeps them with the grid. At times, you may want to work with the autogrid off.

To turn off the autogrid, choose Turn Autogrid Off from the Options menu.

Now when you move an object it no longer snaps into place along the invisible autogrid. You can move things exactly where you want them.

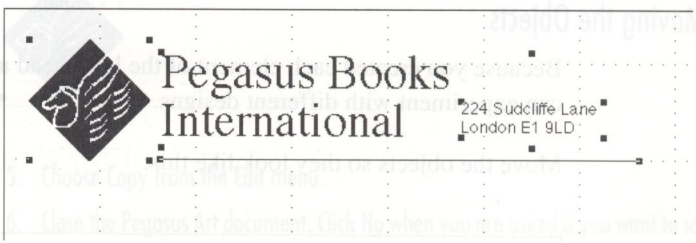
Grouping the Objects

You're almost ready to place the letterhead in a word processing document to make ClarisWorks stationery for later use. By grouping all the elements so they act like a single object, you can move the letterhead as one piece of art.

To group the objects in the letterhead:

1. **Click the pointer tool and then choose Select All from the Edit menu.**

   Handles appear on all the objects.



2. **Choose Group from the Arrange menu.**

   The handles on the objects disappear and are replaced with a single set of handles for the group.

   Later, if you want to revert to the individual objects to make changes, you can choose the reverse command, Ungroup.

Making Stationery

You save the finished letterhead as stationery that can be used again and again as a basis for new documents. A stationery document is a kind of template that retains the formatting and contents of the original document.

Creating the Stationery Document

Because you want to use the stationery for text such as letters and reports, you copy the letterhead into a text (word processing) document.

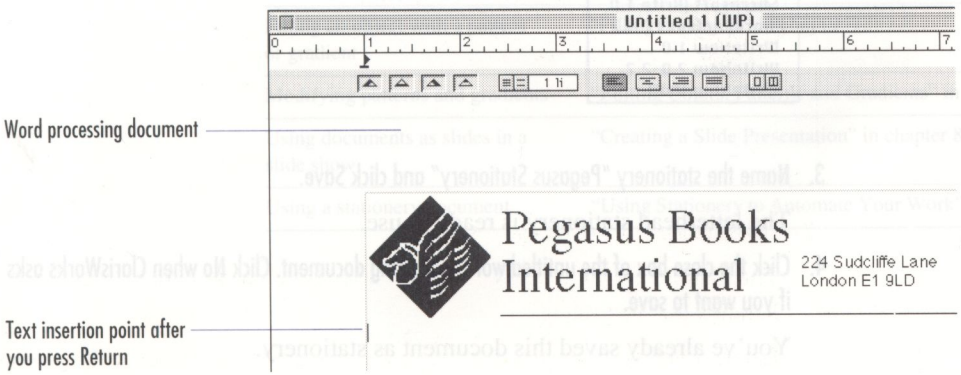
To copy the letterhead:

1. **If necessary, select the grouped object.**
2. **Choose Copy from the Edit menu.**

   ClarisWorks places a copy of the letterhead on the Clipboard.
3. **Create a word processing document.**

   When the document opens, you see the text insertion point blinking at the top-left corner of the document.
4. **Choose Paste from the Edit menu.**

   ClarisWorks pastes the letterhead at the location of the insertion point. The insertion point is now blinking at the right side of the letterhead.
5. **Press Return to move the insertion point down one line.**



Saving the Document as Stationery

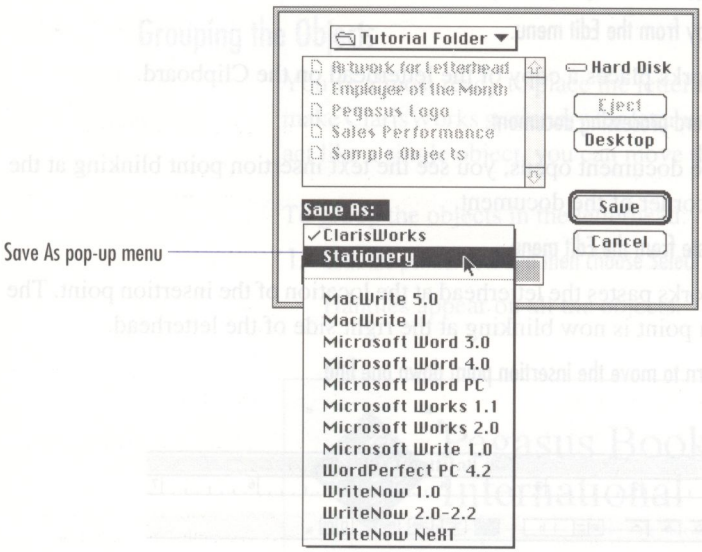
You're almost finished. All that's left to do is to save the document as stationery. Later, when you open your letterhead stationery, you open a new, untitled document with the letterhead at the top.

To save the document as stationery:

1. **Choose Save As from the File menu.**

   You see the Save As dialog box.

2. **Choose Stationery from the Save As pop-up menu.**



3. **Name the stationery "Pegasus Stationery" and click Save.**

   The letterhead stationery is ready to use.

4. **Click the close box of the untitled word processing document. Click No when ClarisWorks asks if you want to save.**

   You've already saved this document as stationery.

Closing the Document

Save and close the Pegasus Letterhead document. Refer to "Closing the Report" in chapter 2 if you need help.

Wrapping Up Chapter 3

You've gained some basic skills in the draw environment. You've drawn an object and added text frames, copied a picture from another document, moved the objects around, and created a word processing stationery document that uses the letterhead.

In the next chapter, you'll work with a paint document to design a new logo for a subsidiary of Pegasus Books.

Where to Go from Here

As you use ClarisWorks, refer to the *ClarisWorks User's Guide* for additional features available in the draw environment and for more information on the topics covered in this chapter.

For information on...	See this section in the *ClarisWorks User's Guide*...
Changing the line width	"Changing Line Attributes" in chapter 4
Changing the size of an object by rescaling	"Resizing Objects" in chapter 4
Changing the text color	"Changing Text Appearance" in chapter 3
Changing the unit of measure for the autogrid	"Using the Autogrid" in chapter 4
Changing the unit of measure for the rulers	"Changing Ruler Settings" in chapter 2
Filling an object with a pattern or gradient	"Filling an Object" in chapter 4
Modifying patterns and gradients	"Editing Colors, Patterns and Gradients" in chapter 4
Using documents as slides in a slide show	"Creating a Slide Presentation" in chapter 8
Using a stationery document	"Using Stationery to Automate Your Work" in chapter 2

Saving the Document as Stationery

3. Name the stationery "Pegasus Stationery" and click Save.

4. Click the close box of the untitled word processing document. Click No when ClarisWorks asks if you want to save.

You've already saved this document as stationery.

Closing the Document

5. Save and close the Pegasus Letterhead document. Refer to "Closing the Report" in chapter 2 if you need help.

Chapter 4

Designing a Logo

Understanding Painting	4-3	Using Special Effects	4-13
Opening a Paint Document	4-4	Adding the Text	4-15
Painting the Basic Shape	4-5	Closing the Document	4-17
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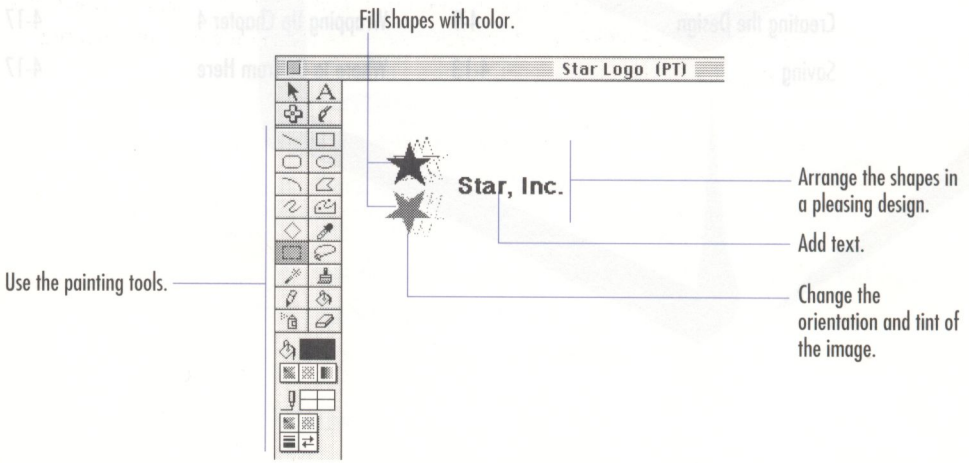
Saving	4-13	Where to Go from Here	4-17

Chapter 4

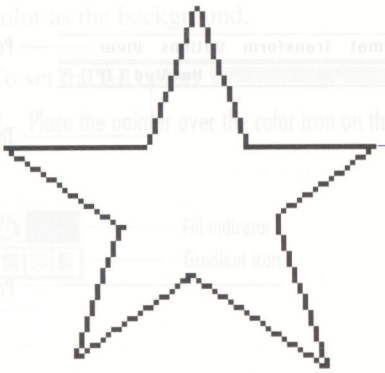
Designing a Logo

Imagine that you are a designer for Pegasus Books International. Pegasus Books has just purchased a new subsidiary, Star, Inc., and you are designing a new logo. You use the ClarisWorks paint environment to do the following tasks:


Fill shapes with color.
Star Logo (PT)
Star, Inc.
Arrange the shapes in a pleasing design.
Add text.
Change the orientation and tint of the image.
Use the painting tools.

Understanding Painting

A painted **image**—part of a painting—is different from the objects and frames that you created and manipulated in the previous chapters. Painted images are made of small square dots called **pixels**. You create painted images in the paint environment or inside a paint frame.



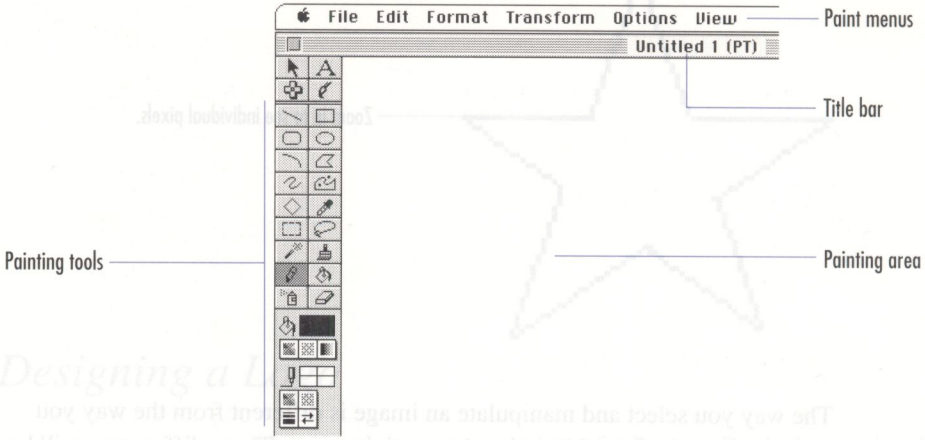
The way you select and manipulate an image is different from the way you select and manipulate objects in other environments. These differences will be pointed out to you as you work in the paint environment.

When you open a new paint document, notice the new set of tools in addition to those that you have seen in the draw environment. You can use all these tools in the paint environment. Any tool that you use in the paint environment creates (or manipulates) an image.

Opening a Paint Document

To start the logo, open a new paint document. If you need help, see "Creating a New Document" in chapter 1 for details.

The letters *PT* in the title bar show that this is a paint document. You can rename the document when you save it.



The new paint document is empty and, unlike a draw document, no gridlines are visible.

- **Note** If you see a low memory message when you open the document, you can ignore it for now. When you are finished with the tutorial, try increasing the amount of memory allocated to the ClarisWorks application. For more information, refer to the *ClarisWorks Installation Guide*.

Painting the Basic Shape

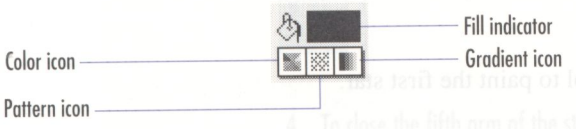
You decide to use a shooting star motif for the new logo. The basic building block of the logo is a five-pointed star.

Setting the Fill Color

You want the star to be an outline, so you set the fill color to be white, the same color as the background.

To set the fill color:

1. **Place the pointer over the color icon on the fill indicator and press the mouse button.**

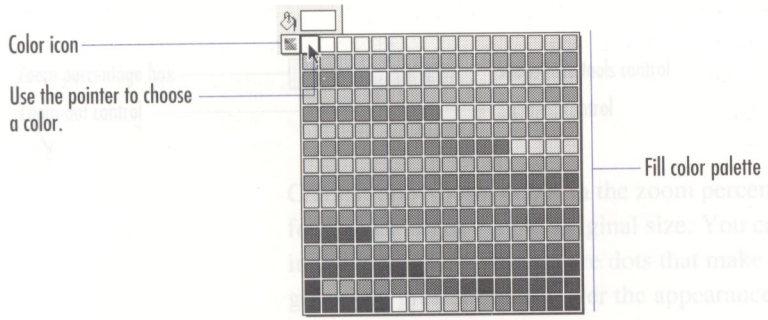


The color palette opens.

◆ **Note** Depending on your system, your color palette may look different.

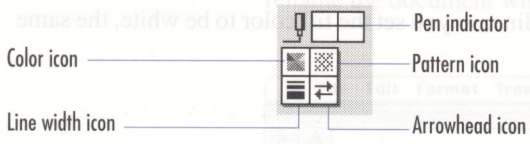
2. **Drag the pointer to choose white from the fill color palette.**

The fill indicator changes to white, the color you selected.



Setting the Line Width

You want a star with a thin border, so you set the line width to be one pixel wide. To set the line width, click the line width icon on the pen indicator and choose 1 pt. from the pop-up menu.



The pen indicator changes to show the current color, width, and pattern setting.

Painting the Star

You use the polygon tool to paint the first star.

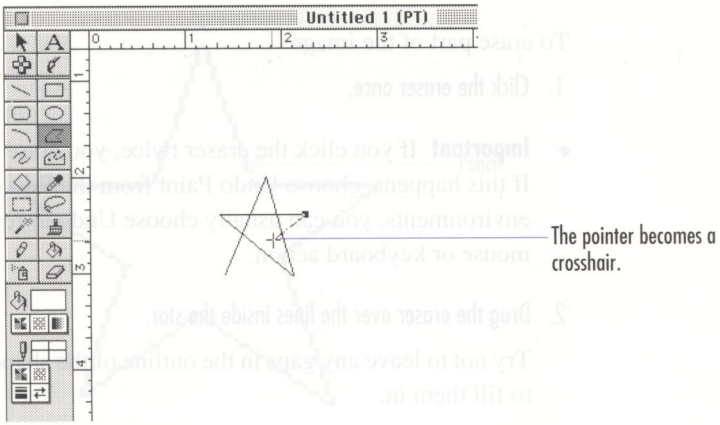
◆ **Note** The exact size of the star is not important, but you can use the ruler if you want to. To display the ruler, choose Show Rulers from the View menu.

To paint the star:

Polygon tool

1. Click the polygon tool. In the painting area, click once where you want the star to begin.
2. Move the crosshair pointer to where you want the first arm of the star to end and click. Make the star about one inch high.

3. Continue moving the mouse and clicking to create the five arms of the star.

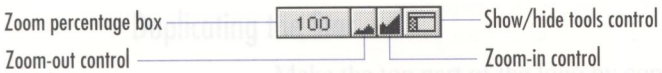


4. To close the fifth arm of the star, click the starting point and press Enter (or double-click) to finish the shape.

Zooming In

To make an outline star, you erase the lines inside the star. Erasing is easier if the image is larger.

To show the image at 400%, click the zoom-in control twice. The zoom-in control is at the bottom of the window.



ClarisWorks shows 400% in the zoom percentage box and displays the image four times larger than its original size. You can see and manipulate the individual pixels—the square dots that make up the painted image—which gives you greater control over the appearance of the image.

If necessary, scroll so the entire image is on the screen.

Erasing

Use the eraser to erase the lines inside the star.

To erase part of the image:

Eraser

1. **Click the eraser once.**

- **Important** If you click the eraser twice, you erase the entire document. If this happens, choose Undo Paint from the Edit menu. As in other environments, you can usually choose Undo to reverse the most recent mouse or keyboard action.

2. **Drag the eraser over the lines inside the star.**

   Try not to leave any gaps in the outline of the shape, but if you do, it's easy to fill them in.

Correcting Mistakes

If you erase too much or too little, fix your mistakes by adding or deleting individual pixels.

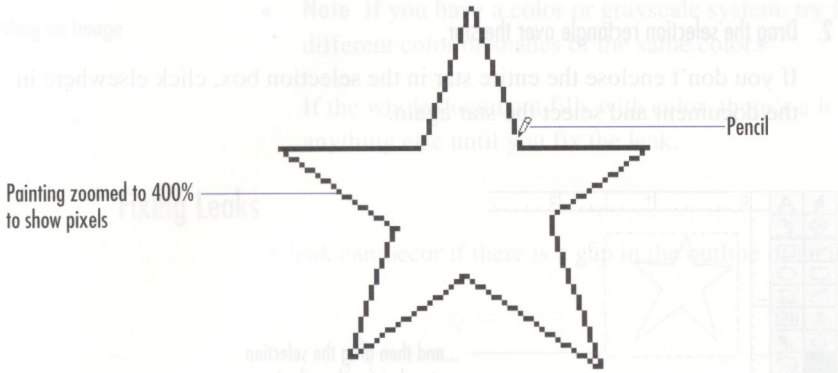
To add or delete one pixel at a time:

Pencil

1. **Click the pencil tool.**

   The pointer becomes a pencil.

2. Position the tip of the pencil over a gap and click to add a black pixel. To delete an extra pixel, place the pencil tip on it and click.



3. Repeat step 2 until there are no gaps in the star outline.

Returning to Actual Size

Return to a 100% view so you can see more of the document at one time. Refer to "Practicing Document Basics" in chapter 1, if necessary.

Scroll to adjust the placement of the image on the screen.

Creating the Design

You've created the basic star outline. Now you're ready to create the logo design.

Duplicating the Star

Make the top part of the logo by copying and duplicating the basic star.

In the environments that you have worked with so far, you select an object or frame by clicking it, and you select text by dragging the I-beam pointer through it. In the paint environment, you select an image by using the selection rectangle or the lasso. This series of steps shows one way to use the selection rectangle.

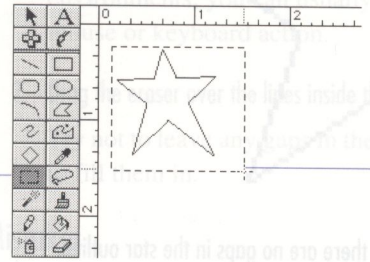
To duplicate the image:

1. **Click the selection rectangle.**

   The pointer becomes a crosshair.

2. **Drag the selection rectangle over the star.**

   If you don't enclose the entire star in the selection box, click elsewhere in the document and select the star again.



3. **Choose Copy from the Edit menu.**

   ClarisWorks places a copy of the image on the Clipboard.

4. **Choose Paste from the Edit menu.**

   A dashed line moves around the copy of the image. The copy may be directly on top of the first star.

5. **Place the pointer within the selected image and drag it to a new position away from the other stars.**

6. **Repeat steps 4 and 5 until you have three stars.**

Filling the Shape

Now you're ready to fill one star with a color.

Paint bucket

1. **Click the color icon on the fill indicator and choose a color from the color palette.**

2. **Click the paint bucket tool.**

   Don't confuse the paint bucket tool with the fill indicator. The paint bucket is next to the pencil in the tool panel.

   The pointer becomes a paint bucket.

Filling an image

3. **Place the tip of the paint bucket inside the star and click.**

   The star fills with the selected color.

◆ **Note** If you have a color or grayscale system, try filling each star with a different color or shades of the same color.

If the whole document fills with color, there's a leak in the star. Don't do anything else until you fix the leak.

Fixing Leaks

A leak can occur if there is a gap in the outline of an image.

To fix the leak:

1. **Choose Undo Paint from the Edit menu to remove the fill color.**

   This won't work if you have done anything else with the mouse or keyboard between the time you discover the leak and choose the Undo Paint command.

2. **Zoom in to 400%.**

   Now you can see the individual pixels.

3. **Use the pencil to fill the gap.**

   See "Correcting Mistakes" on page 4-8 if you need to review how to use the pencil.

4. **Zoom out to 100% view.**

When the outline is solid, fill it with color using the steps in "Filling the Shape" on page 4-10. Then go on to the next section.

Arranging the Images

Now you are ready to move the stars into the overlapping design of the logo.

Start by selecting a star. Earlier, you selected an image by using the selection rectangle. This time, use the lasso. The lasso selects the image without any background. If you include any background in the selection, it covers part of the image you are overlapping.

To select the image with the lasso:

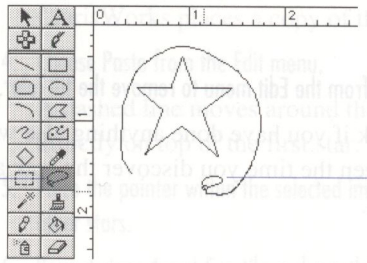
1. **Click the lasso.**

   The pointer becomes a lasso.

2. **Move the end of the lasso around the lightest-colored star.**

   The loop closes automatically if you don't close it. A dotted line moves around the selected image.

   If you don't lasso the entire star the first time, click elsewhere in the document and try again.



Next, move the lassoed star into position to make the logo.

3. **Drag the selected star to the right about an inch.**

   The image stays selected until you click elsewhere in the document.

4. **Use the lasso to select the second star and drag it into position. Repeat for the third star.**

   Arrange the stars like this:

- **Important** Painted images overlap each other differently than objects do. When one painted image overlaps another, the part of the image that is covered up is deleted as soon as the image is no longer selected. When you overlap objects in the draw environment, an object that is covered by another still exists and can be moved.

Saving

This is a good time to name and save your painting. (If you need a refresher, see chapter 2.)

Name your document "Star Logo."

Using Special Effects

You decide to apply some special effects to the logo by inverting it and, if you have a color or grayscale system, by changing the tint of the logo. Then you scale it to its final size.

Inverting the Image

You can create a mirror-image effect by duplicating and inverting the stars.

To duplicate and invert the stars:

1. **Click the selection rectangle and hold down the command key while you drag the selection rectangle over the group of stars.**

   Holding down the command key causes the selection rectangle to shrink around the image without selecting any background, just as the lasso does.

2. **Choose Copy from the Edit menu.**
3. **Paste the copy and drag the selection into position.**
4. **Choose Flip Vertical in the Transform menu.**

   The image inverts vertically and stays selected.
5. **Position one image under the other, close together but not touching.**

Changing the Tint

If you have a color or grayscale monitor, you can add to the mirror image effect by lightening the tint of the lower image. If you have a black-and-white monitor, skip to the next section.

To lighten the image:

1. **If necessary, select the bottom image.**

   Use either the selection rectangle or the lasso.
2. **Choose Lighter from the Transform menu.**

   ClarisWorks adds white to the tint of the selection.

   Repeat until the tint is as light as you want.

Scaling the Logo

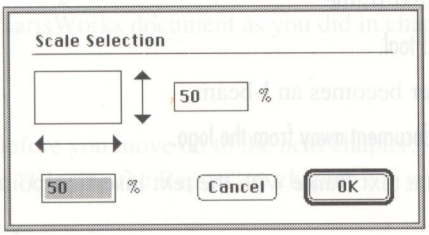
The logo is too large for most uses. You want to be able to paste this logo in a letterhead, so you scale the logo to a smaller size.

To scale the logo:

1. **Select the entire logo. Use either the lasso or the selection rectangle.**

2. **Choose Scale Selection from the Transform menu.**

   The Scale Selection dialog box appears. The horizontal and vertical scale options are preset to 50%.



3. **Click OK.**

   The selection is reduced to 50% of its original size in both height and width.

Adding the Text

You're almost finished. Complete the logo by adding the name "Star, Inc."

Hiding Invisible Characters

When you add text to a paint document, you probably want to set the ClarisWorks preferences to hide invisible characters. You don't want to see invisible characters in your logo.

To hide invisible text characters:

1. **Choose Preferences from the Edit menu.**

   You see the Preferences dialog box.

2. **Click the Text icon.**

3. **If the Show Invisibles checkbox is selected, click to deselect it and then click OK. If the Show Invisibles checkbox is deselected, click Cancel.**

   When Show Invisibles is deselected, you see only the text characters you type.

◆ **Note** As you learned in chapter 2, a quick way to hide or show invisible characters is to hold down the Command key and press ; (semicolon).

Creating a Text Frame

As when you were designing the letterhead in a draw document in chapter 3, you use a text frame to add text to the paint document.

To make the text frame:

Text tool

1. **Click the text tool.**

   The pointer becomes an I-beam.

2. **Click in the document away from the logo.**

   You see the text frame with the text insertion point blinking inside.

Typing the Text

You want the text in the logo to stand out, so before you type the name, choose the text size and style. ClarisWorks is preset for the Helvetica font.

1. **Choose 18 Point from the Size menu and Bold from the Style menu.**

   The text should contrast with the color of the logo, so you may need to choose a new color for the text.

2. **If necessary, choose Text Color from the Style menu and select a color from the color palette.**
3. **Type "Star, Inc. "**
4. **Click outside the text frame.**

- **Note** As soon as you click outside the frame, the text becomes a collection of pixels that acts just like any other image in the document. You can no longer modify the text using the word processing menus. For example, you can't select a word by double-clicking, nor can you use the spell-checker. You can, however, apply many special effects to the text. For more information, see the *ClarisWorks User's Guide*.

Moving the Text into Position

The last step in creating the logo is to move the text to the right of the stars.

To move the text:

1. **Click the selection rectangle and hold down the Command key while you drag the selection rectangle over the text.**

   The selection rectangle shrinks around the image without selecting any of the background.

2. **Drag the text to its final position.**

Refer to the figure on page 4-2 for placement of the text.

The logo is now complete. You can copy it into a letterhead design or other ClarisWorks document as you did in chapter 3, "Creating a Letterhead."

Closing the Document

Before you move on to the next chapter, save and close your document. Refer to "Closing the Report" in chapter 2 if you need a refresher.

Wrapping Up Chapter 4

In this chapter, you used some of the basic painting tools to create a logo. You created a painting, added a text frame, and learned several ways to select and change painted images. In the next chapter, you'll work with a spreadsheet document to create an expense report.

Where to Go from Here

As you use ClarisWorks, refer to the *ClarisWorks User's Guide* for additional features available in the paint environment and for more information on the topics covered in this chapter.

For information on...	See this section in chapter 5 of the *ClarisWorks User's Guide*...
Changing how images overlap	"Choosing the Paint Mode"
Changing the characteristics of the brush or spray can	"Painting with the Brush" and "Spray Painting"
Matching colors in a painting	"Selecting by Color" and "Picking Up a Color in a Painting"
Resizing an image	"Changing the Size of an Image"
Using the rest of the painting tools	"Painting Images"
Using the special effects in the Transform menu	"Creating Special Effects"

Chapter 5

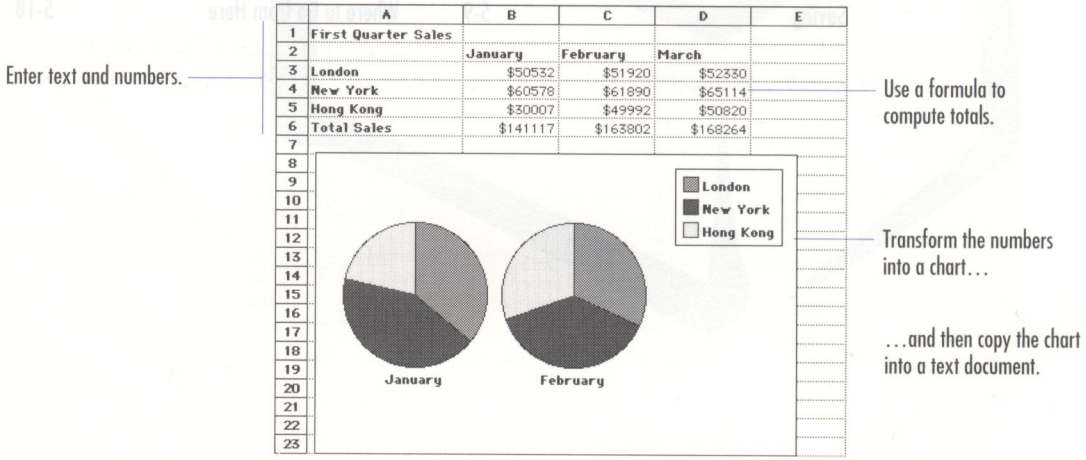
Tracking the Numbers

Starting the Report	5-3	Computing the Results	5-9
Typing the Titles	5-4	Making the Pie Chart	5-15
Entering the Numbers	5-8	Wrapping Up Chapter 5	5-17
Saving	5-9	Where to Go from Here	5-18

Chapter 5

Tracking the Numbers

As sales representative for Pegasus Books, you are responsible for reporting international quarterly sales. You use the ClarisWorks spreadsheet environment to track the numbers and do the following tasks:



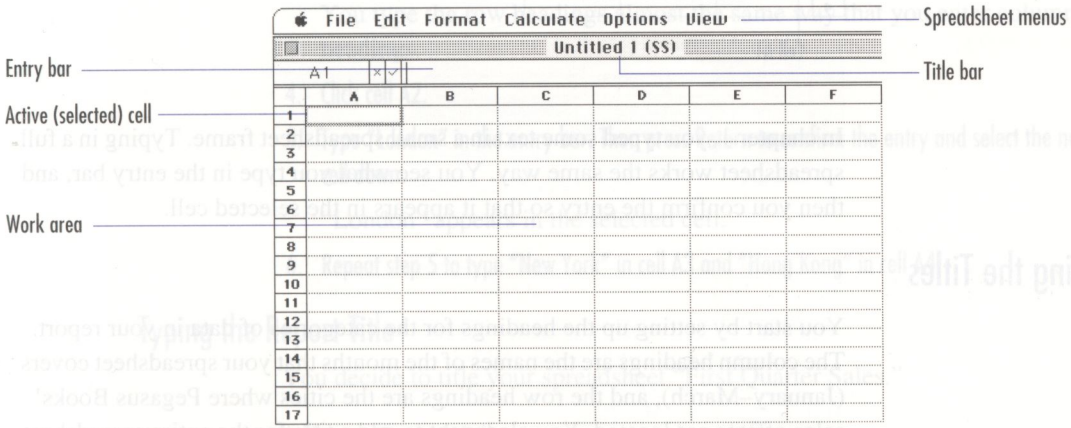
	A	B	C	D	E
1	First Quarter Sales				
2		January	February	March	
3	London	$50532	$51920	$52330	
4	New York	$60578	$61890	$65114	
5	Hong Kong	$30007	$49992	$50820	
6	Total Sales	$141117	$163802	$168264	

Starting the Report

Start by opening a new spreadsheet document. See "Creating a New Document" in chapter 1 if you need a review.

The letters *SS* in the title bar show that this is a spreadsheet document. You can rename the document when you save it.

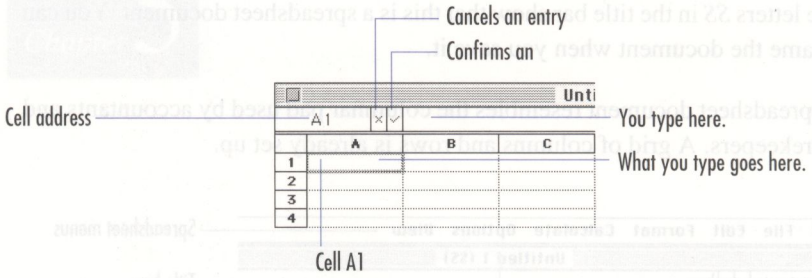
A spreadsheet document resembles the columnar pad used by accountants and scorekeepers. A grid of columns and rows is already set up.


File Edit Format Calculate Options View
Spreadsheet menus
Untitled 1 (SS)
Title bar
Entry bar
A1
Active (selected) cell
Work area
A B C D E F
1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17

Understanding Data Entry

The boxes formed where columns intersect rows are **cells**—the working elements in a spreadsheet where you enter numbers and formulas. You can also use cells for text, another type of data.

In a new spreadsheet, cell A1 has a heavy border to show that it is the active cell. When you enter data, it goes in the active cell. You don't type directly in the cell. Instead, you use the entry bar.



In chapter 1, you typed some text in a small spreadsheet frame. Typing in a full spreadsheet works the same way. You see what you type in the entry bar, and then you confirm the entry so that it appears in the selected cell.

Typing the Titles

You start by setting up the headings for the categories of data in your report. The column headings are the names of the months that your spreadsheet covers (January–March), and the row headings are the cities where Pegasus Books' sales offices are located. You also want to add a title for the entire spreadsheet.

Typing the Column and Row Headings

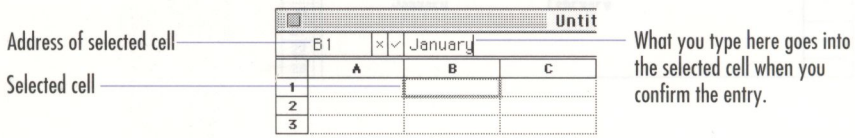
Typing in spreadsheet cells is similar to typing in other ClarisWorks environments.

To type column and row headings:

1. Click cell B1.

   A heavy border shows that the cell is selected and active.

   Notice that the address box shows the column and row designation of the selected cell. Columns are identified by letters, and rows by numbers. The combination of column letter and row number is the **cell address.**


Address of selected cell
Selected cell
B1
January
What you type here goes into the selected cell when you confirm the entry.

2. **Type "January" and press Tab.**

   The text insertion point blinks in the data entry bar as soon as you start to type.

   To correct mistakes as you type, use the text editing methods you used in chapter 2, "Writing a Trip Report."

   Nothing happens in the selected cell until you confirm the entry. Pressing Tab confirms the entry, places the text in the selected cell, and selects the next cell to the right.

3. **Type "February" in cell C1 and "March" in cell D1; press Tab after each entry.**

   You type the row headings almost the same way that you enter column headings.

4. **Click cell A2.**

5. **Type "London" in the entry bar. Then press Return to confirm the entry and select the next cell down.**

   "London" appears in the selected cell.

6. **Repeat step 5 to type "New York" in cell A3 and "Hong Kong" in cell A4.**

Typing the Report Title

You decide to title your spreadsheet "First Quarter Sales."

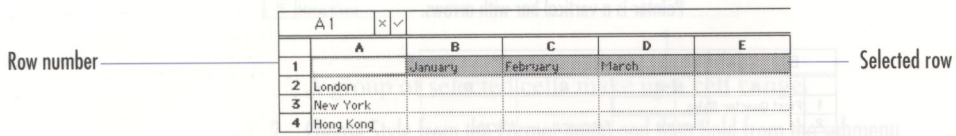
Adding a Row of Cells

There's no room at the top of the spreadsheet for the title, so you add a row of cells.

To insert a row of cells and type the title:

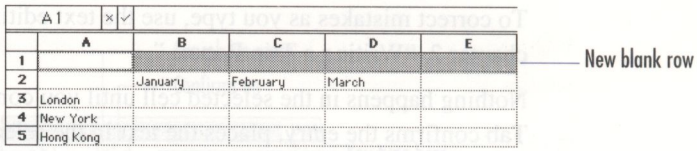
1. **Click the number on row one.**

   Clicking a row number selects the entire row.

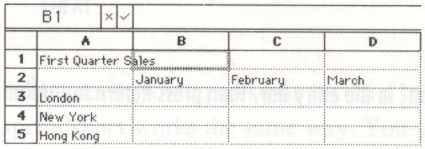


2. **Choose Insert Cells from the Calculate menu.**

   ClarisWorks inserts a blank row above the row you selected.



3. **Click cell A1, type "First Quarter Sales", and press Tab.**



The title is in cell A1, but the new title is too wide for the cell.

◆ **Note** The contents of cell A1 are cut off (instead of extending into cell B1) if something is entered in cell B1.

Making Room for the Title

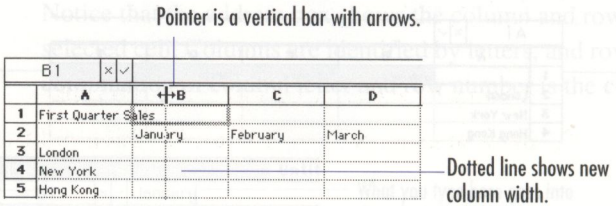
You can make room for the title by enlarging column A.

To widen the column:

1. **Move the pointer into the column header and place it over the line between columns A and B.**

   The pointer becomes a vertical bar with arrows at each side.

2. **Drag the column border to the right until the column is the width you want.**

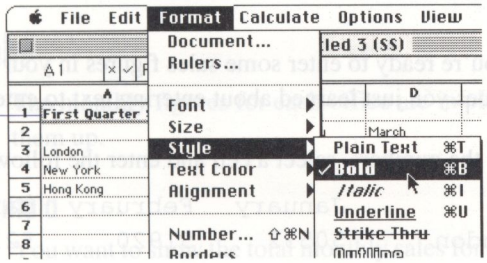


Making the Titles Bold

You decide to emphasize the spreadsheet title and the headings by making them bold.

To make the title bold:

1. Click cell A1.
2. Choose Style from the Format menu and then Bold from the submenu.



Selected cell

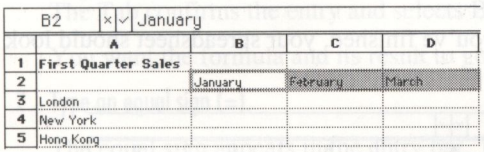
The text in the selected cell is now bold.

Bold text is wider than plain text. Resize column A if necessary.

When you change the text format for the row and column headings, you can change several cells at once.

To make the row and column headings bold:

1. Drag the crossbar across cells B2, C2, and D2 to select all the column headings.



A group of selected cells make up a **cell range.**

2. Choose Style from the Format menu and then Bold from the submenu.

3. **Repeat steps 1 and 2 to make the row headings in cells A3, A4, and A5 bold.**

Your report should look like this:

	A	B	C	D
1	First Quarter Sales			
2		January	February	March
3	London			
4	New York			
5	Hong Kong			

Entering the Numbers

Now you're ready to enter some sales figures in your spreadsheet. Use the techniques you just learned about entering text to enter the numbers.

To type the numbers, select a cell and enter the following numbers:

	January	February	March
London	50532	51920	52330
New York	60578	61890	65114
Hong Kong	30007	49992	50820

Use these keyboard shortcuts to make data entry faster:

Press	To
Tab or Right Arrow	Move one cell right.
Shift-Tab or Left Arrow	Move one cell left.
Return or Down Arrow	Move one cell down.
Shift-Return or Up Arrow	Move one cell up.

When you've finished, your spreadsheet should look like this:

	A	B	C	D
1	First Quarter Sales			
2		January	February	March
3	London	$50532	$51920	$52330
4	New York	$60578	$61890	$65114
5	Hong Kong	$30007	$49992	$50820

You will add currency signs to the numbers later.

If necessary, you can resize the columns if you need to make room for what you typed.

Saving

Take a moment now to name your spreadsheet "Quarterly Report" and to save the document. (If you need to refresh your memory on how to save a document, see "Saving the Document" in chapter 2.)

Computing the Results

The monthly figures for each office are in place. Now you're ready to add them up.

Using a Formula

You want to show the total monthly sales for the international offices. You can add figures (and make other calculations) by typing a formula in the entry bar and then indicating where you want the result of the formula to go.

You start by entering a row heading for the total. Then you add the amounts in column B and show the total.

To enter a row heading and add the figures in column B:

1. **Click cell A6 and then choose Style from the Format menu and Bold from the submenu.**

   You want the heading to be bold like the rest of the headings in column A.

1. **Type "Total Sales" and press Tab.**

   The Tab confirms the entry and selects B6, the next cell to the right.

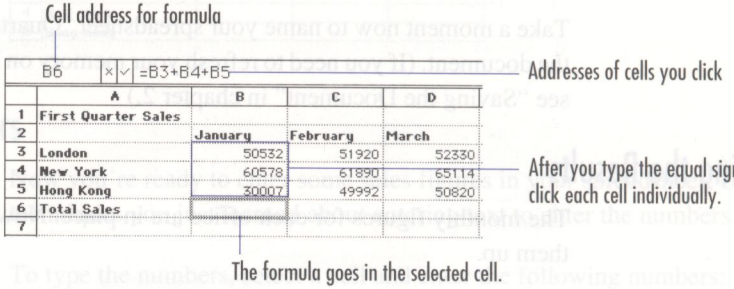
   You want the formula and its result to go in cell B6, the selected cell.

2. **Type an equal sign (=).**

   The equal sign appears in the entry bar. The equal sign means that a formula follows.

3. **Click each cell in the column, B3 through B5.**

   ClarisWorks automatically enters the address of each cell you click and adds a plus (+) sign. You could click cells in other columns—anywhere in the spreadsheet—if you wanted to include them in the same formula.


Cell address for formula
B6
=B3+B4+B5
Addresses of cells you click
After you type the equal sign, click each cell individually.
The formula goes in the selected cell.

	A	B	C	D
1	First Quarter Sales			
2		January	February	March
3	London	50532	51920	52330
4	New York	60578	61890	65114
5	Hong Kong	30007	49992	50820
6	Total Sales			
7				

4. **Press Tab to confirm the formula.**

   ClarisWorks adds the numbers and shows the result in the selected cell.

◆ **Note** A formula can refer to another cell address. For example, if you want the data in cell B2 to be placed in cell B9, you could type "=B2".

Doing the Same Addition Faster

Another way to add a straight column of numbers is to replace the addition formula with another one that uses a function.

A **function** is a prewritten formula you can use to make different kinds of financial, mathematical, and scientific calculations. ClarisWorks supplies the built-in formula, and you supply the values.

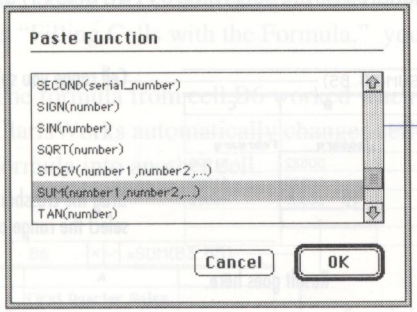
To replace the formula in cell B6:

1. **Click B6, the cell where you want the formula and its result to go.**

   You don't have to backspace to erase the old formula; the new formula replaces the current contents of the entry bar.

2. **Choose Paste Function from the Edit menu.**

   You see the Paste Function dialog box.



3. **Scroll down to the S's, choose SUM (number1, number2,...), and click OK.**

   You see the function in the entry bar.

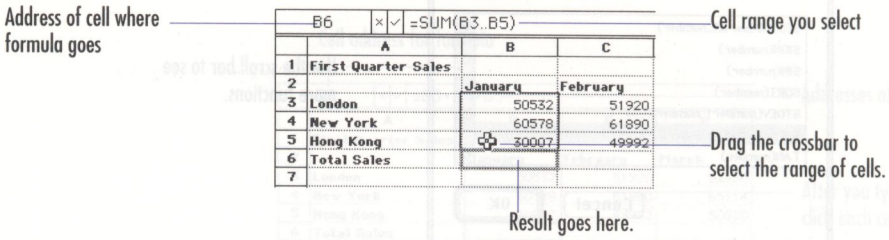
   The SUM function adds, or sums, the numbers you supply. The words in parentheses show the values that the SUM function needs to act on. In this case, the values are the range of numbers you want to add up. Values you supply for a function are called **arguments.**

4. **Select everything within the parentheses, but not the parentheses themselves.**

   In the previous figure, the expressions "number 1" and "number 2" are sample arguments. ClarisWorks considers a cell range as a single argument. The cell range you select in the next step replaces "number 1." The sample argument "number 2" isn't needed.

5. **Hold down the mouse button and drag the crossbar to select the cells you want to add: B3, B4, and B5.**

   Cell addresses appear in the entry bar as you drag. Notice that in the following figure, the addresses are separated by two dots (..) that indicate a range of cells.



6. **Press Tab or Enter to confirm the formula.**

   ClarisWorks adds the numbers and displays the result in the selected cell.

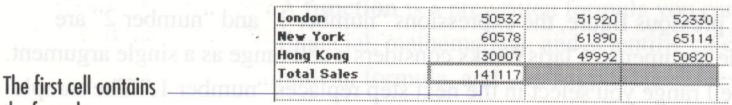
Filling Cells with the Formula

You can total the remaining columns by using a method called **filling**. Filling copies the formula in the first column to the rest of the columns.

To fill the cells with the formula:

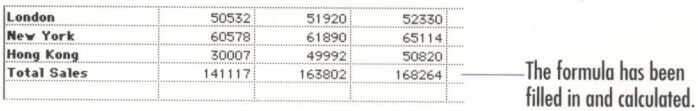
1. **Click B6, the cell that contains the formula, and drag the crossbar to cell D6.**

   Cells B6, C6, and D6 are highlighted.


London 50532 51920 52330
New York 60578 61890 65114
Hong Kong 30007 49992 50820
Total Sales 141117
The first cell contains the formula.

2. **Choose Fill Right from the Calculate menu.**

   ClarisWorks fills the selected cells with the formula and displays the results.

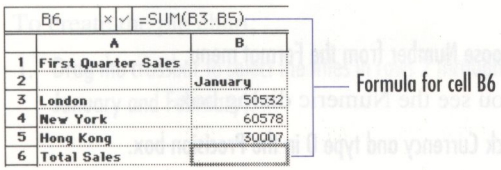

London 50532 51920 52330
New York 60578 61890 65114
Hong Kong 30007 49992 50820
Total Sales 141117 163802 168264
The formula has been filled in and calculated.

Understanding Cell References

This is a good time to take a moment to examine a formula more closely.

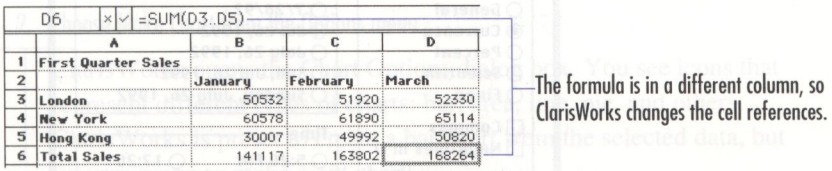
In "Doing the Same Addition Faster," you used a function in a formula. Then, in "Filling Cells with the Formula," you placed a formula into different cells.

The formula from cell B6 worked when you filled cells C6 and D6 with it. ClarisWorks automatically changes cell addresses when you paste or fill a formula into another cell.



	A	B
1	First Quarter Sales	
2		January
3	London	50532
4	New York	60578
5	Hong Kong	30007
6	Total Sales	

Changeable cell addresses are called **relative references.**



	A	B	C	D
1	First Quarter Sales			
2		January	February	March
3	London	50532	51920	52330
4	New York	60578	61890	65114
5	Hong Kong	30007	49992	50820
6	Total Sales	141117	163802	168264

When you really want a formula to refer to a specific cell, create an **absolute reference** by typing a dollar sign ($) before each part of the cell address, for example B6.

Changing How the Numbers Look

Because these are financial figures, you want to show currency signs.

To format the numbers as currency:

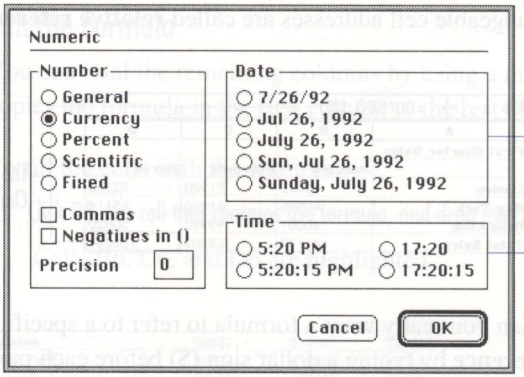
1. **Drag the crossbar to select cells B3 to D6.**

London	50532	51920	52330
New York	60578	61890	65114
Hong Kong	30007	49992	50820
Total Sales	141117	163802	168264

2. **Choose Number from the Format menu.**

   You see the Numeric dialog box.

3. **Click Currency and type 0 in the Precision box.**



Use the same process to change the format of dates and times.

   The Precision box specifies the number of decimal places.

4. **Click OK.**

   Now the numbers have currency signs. There are no decimal places because you set the precision to 0.

	January	February	March
London	$50532	$51920	$52330
New York	$60578	$61890	$65114
Hong Kong	$30007	$49992	$50820
Total Sales	$141117	$163802	$168264

Making the Pie Chart

A chart is a picture view of your numbers, and you can often spot trends and relationships in a chart that you can't see in the numbers alone.

You decide to use a pie chart to compare the relative sales over two months for each Pegasus Books office. Then you want to paste the chart into a sales report.

Creating the Chart

All the data is in place, so you're ready to create the chart.

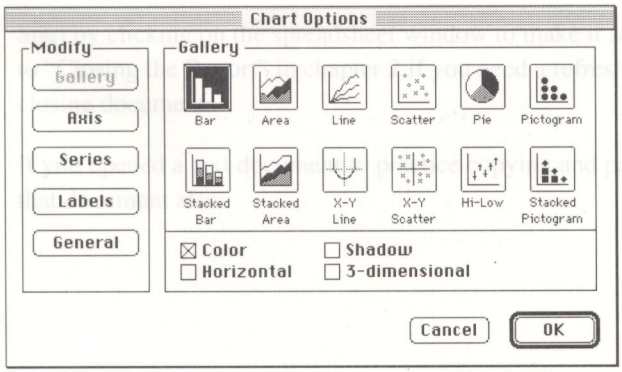
To create the pie chart:

1. **Drag the crossbar to select the titles in rows 2 through 5 and the first two columns of data (for January and February).**

2		January	February	March
3	London	50532	51920	52330
4	New York	60578	61890	65114
5	Hong Kong	30007	49992	50820

2. **Choose Make Chart from the Options menu.**

   ClarisWorks opens the Chart Options dialog box. You see icons that represent different types of charts: bar, area, line, pie, and others. ClarisWorks is preset to create a bar chart from the selected data, but you are going to make a pie chart.



3. Click the pie icon and then click OK.

ClarisWorks draws a pie chart and places it on top of the spreadsheet. Numbers from the spreadsheet—the **data series**—make up the pie. The row titles from column A make up the **legend**—the names of the pie pieces.

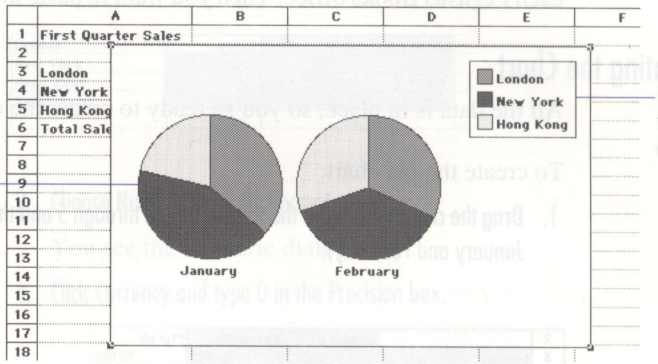


Chart (derived from the data in the series)

Legend (derived from the row titles in the cells you selected)

Handles on the corners of the chart show that the chart is selected.

You can see the Arrange and Options menus in the menu bar. The chart is a draw object, so you can select and move it to another place in the spreadsheet, or revise it just as you can any other object. You can add a title, color the background, or change the color or pattern of the chart elements. You'll find directions in the *ClarisWorks User's Guide*.

Copying and Pasting the Chart

A chart is a vivid visual aid in a report or presentation, so you paste the chart into a text document. For purposes of the tutorial, paste the chart into the text document you created in chapter 2.

To copy and paste the chart:

1. If the chart is no longer selected, click it once.
2. Choose Copy from the Edit menu.
3. Open the text document you want and click where you want the chart to go.
4. Choose Paste from the Edit menu.

When you paste the chart into another document, you break its link to the spreadsheet data. To revise a pasted chart, return to the spreadsheet document, revise the data, and create a new chart. You can then copy and paste the updated chart.

Wrapping Up Chapter 5

You've now explored a ClarisWorks spreadsheet document. You've built a report, created a formula, changed the way the spreadsheet looks, created a chart from the numbers, and pasted the chart into a text document.

Closing the Document

In the next chapter, you'll work with a database document to create a customer database for Pegasus Books, so save and close your spreadsheet document.

Start by clicking on the spreadsheet window to make it active. Then refer to "Closing the Report" in chapter 2 if you need a refresher on saving and closing documents.

If you opened a text document to practice copying and pasting a chart, close that document also.

Where to Go from Here

As you use ClarisWorks, refer to the *ClarisWorks User's Guide* for additional spreadsheet features and more information on the topics covered in this chapter.

For information on...	See this section in the *ClarisWorks User's Guide*...
Adding colors or patterns to chart elements	"Changing the Colors or Patterns in a Chart" in chapter 6
Adding text or graphics to the chart	"Working with Frames" in chapter 8
Changing the borders	"Adding Borders" in chapter 6
ClarisWorks functions, with examples	Appendix A, "Using ClarisWorks Functions"
Making different kinds of charts	"Types of Charts" in chapter 6
Moving chart elements	"Revising a Chart" in chapter 6
Printing column headings on each page	"Splitting the View and Locking Titles" in chapter 6
Sorting data	"Sorting a Range of Cells" in chapter 6
Using absolute and relative cell references	"Cell References in Formulas" in chapter 6
Using a spreadsheet shortcut or recording a macro	"About ClarisWorks Shortcuts" and "Using Macros" in chapter 8

Chapter 6

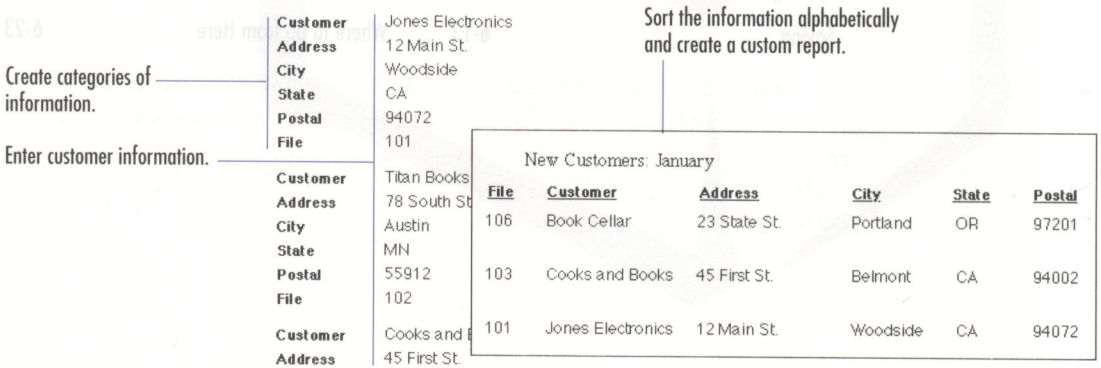
Managing Information

Starting the Customer List	6-3	Creating the Report	6-13
Defining Fields	6-3	Working with the Layout	6-15
Entering Customer Information	6-7	Adding the Header	6-20
Viewing Records	6-9	Wrapping Up Chapter 6	6-23
Saving	6-13	Where to Go from Here	6-23

Chapter 6

Managing Information

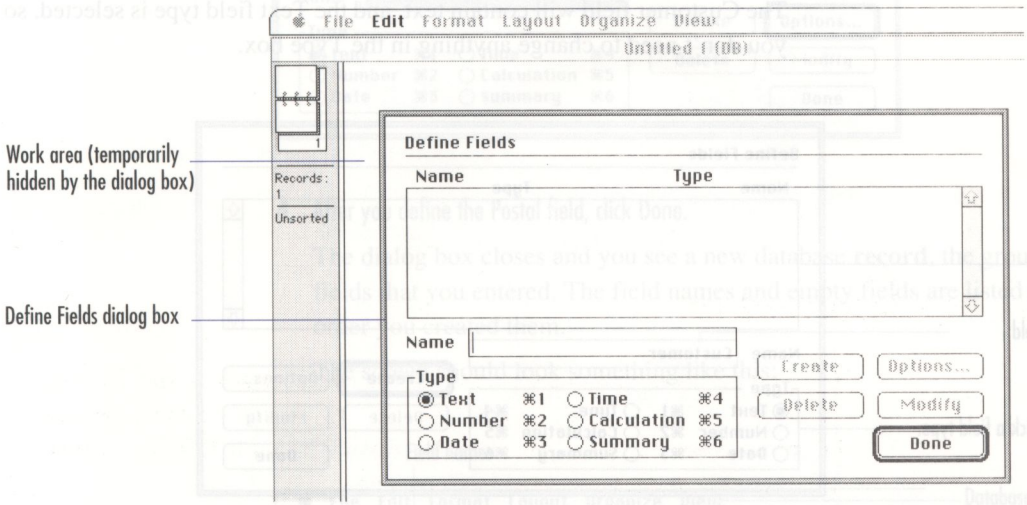
As a product manager for Pegasus Books, you want to use the computer to keep track of information about your new customers. Later, you want to organize the information into a report for another department. You use the ClarisWorks database environment to do the following tasks:


Create categories of information.
Enter customer information.
Sort the information alphabetically and create a custom report.
Customer Jones Electronics
Address 12 Main St.
City Woodside
State CA
Postal 94072
File 101
Customer Titan Books
Address 78 South St
City Austin
State MN
Postal 55912
File 102
Customer Cooks and
Address 45 First St.
New Customers: January
File Customer Address City State Postal
106 Book Cellar 23 State St. Portland OR 97201
103 Cooks and Books 45 First St. Belmont CA 94002
101 Jones Electronics 12 Main St. Woodside CA 94072

Starting the Customer List

The collection of information about Pegasus Books' customers is called a **database**. Start by opening a new database document. (See "Creating a New Document" in chapter 1 for details.)

When the document opens, you see the Define Fields dialog box. The *DB* in the title bar stands for database, the ClarisWorks document type. You can name the document when you save it, later in this session.



Defining Fields

The information you collect in a database is stored in fields. A **field** is a category of data, and the process of setting up a field to hold information is called "defining a field." In this session, you define fields to hold each customer's name, mailing address, and file number—the categories of information about your customers at Pegasus Books.

Defining the Text Fields

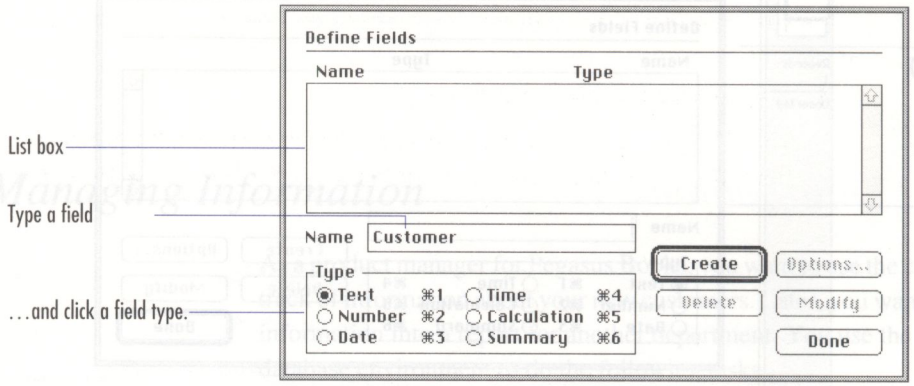
When you define a field, you name it and specify the type of data it holds. The first five fields you define (Customer, Address, City, State, and Postal) hold text.

- **Note** If you plan to use a database for mailing lists, create separate fields for the first and last names. That way, you can sort using either name.

To define the text fields:

1. **Type "Customer" in the Name box.**

   The Customer field will contain text, and the Text field type is selected, so you don't need to change anything in the Type box.



2. **Click Create.**

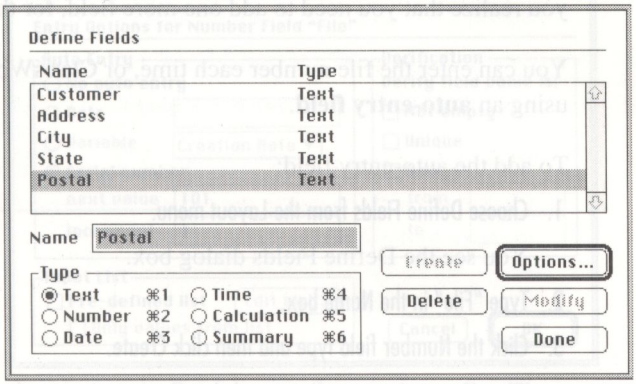
   ClarisWorks shows the field name and type in the list box. You can type the next field name while the previous one is still selected.

3. **Repeat steps 1 and 2 to define the following text fields:**

   Address
   City
   State
   Postal

   You use a text field for the Postal field so you can sort addresses by postal code number. If the postal code is a number field, ClarisWorks ignores leading zeroes. As text, the codes are sorted properly and retain any leading zeroes.

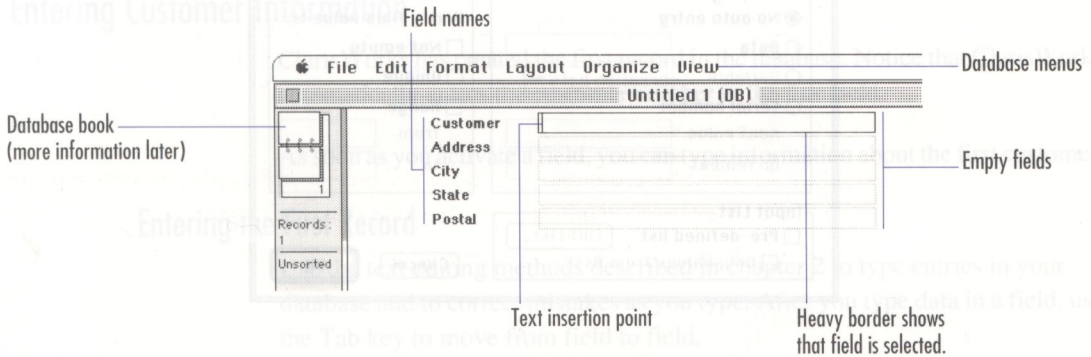
The Define Fields dialog box now looks like this:



4. After you define the Postal field, click Done.

   The dialog box closes and you see a new database **record**, the group of fields that you entered. The field names and empty fields are listed in the order you created them.

   The screen should look something like this:



The top field of the new record is selected and the text insertion point is blinking in the field. The field is ready for you to enter text.

Adding an Auto-Entry Field

The record is ready for you to enter information about the first customer, but you realize that you need to add one more field, for the customer file number.

You can enter the file number each time, or ClarisWorks can do it for you, using an **auto-entry field**.

To add the auto-entry field:

1. Choose Define Fields from the Layout menu.

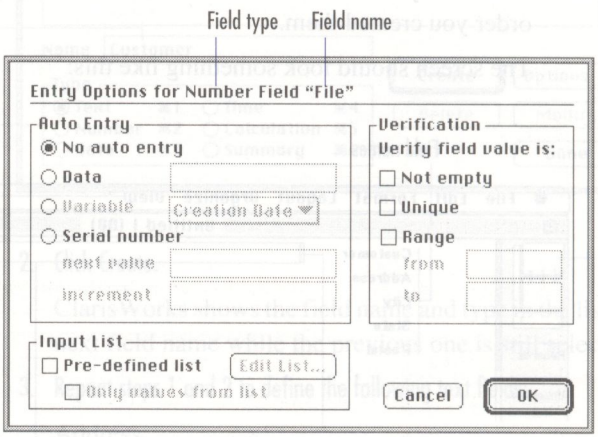
   You see the Define Fields dialog box.

2. Type "File" in the Name box.
3. Click the Number field type and then click Create.

   The Create button dims and the Options button becomes active.

4. Click Options.

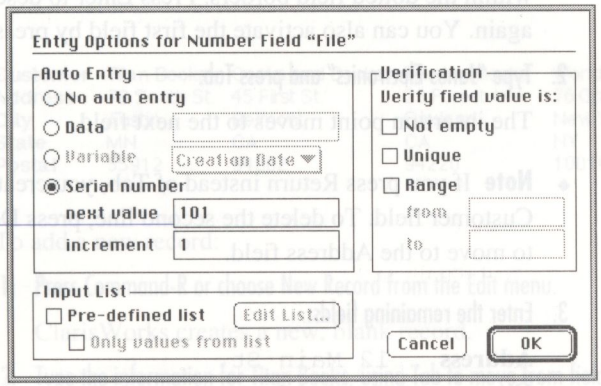
   You see the Entry Options dialog box.



5. Click the serial number button.

   ClarisWorks activates the next value and increment boxes.

6. Type "101" in the next value box. Leave the increment box at 1 (preset).



Automatic numbering starts with this value.

7. Click OK to return to the Define Fields dialog box and then click Done to return to the document.

   As you create new records, ClarisWorks automatically supplies the customer number, beginning with 101.

Now you're ready to enter information about your customers.

Entering Customer Information

ClarisWorks has created the first record in the database. Notice that ClarisWorks automatically enters the customer number in the File field.

As soon as you activate a field, you can type information about the first customer.

Entering the First Record

Use the text editing methods described in chapter 2 to type entries in your database and to correct mistakes as you type. After you type data in a field, use the Tab key to move from field to field.

To enter the first record:

1. Activate the Customer field by clicking anywhere in it.

   A solid border surrounds the active field. The presence of the insertion point shows that you can type data.

If the entire record becomes highlighted, you clicked outside a field and selected the whole record, without activating the field. You must click within the dotted field borders. Press Enter to deselect the record and try again. You can also activate the first field by pressing Tab.

2. **Type "Jones Electronics" and press Tab.**

   The insertion point moves to the next field.

◆ **Note** If you press Return instead of Tab, you create another line in the Customer field. To delete the second line, press Delete. Then press Tab to move to the Address field.

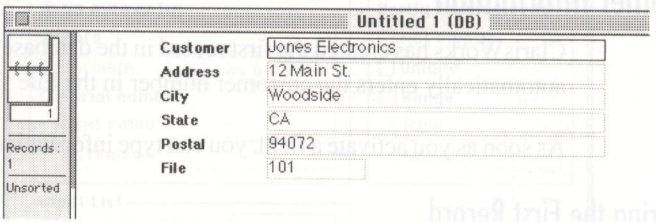
3. **Enter the remaining fields:**

Address	`12 Main St.`
City	`Woodside`
State	`CA`
Postal	`94072`

   Press Tab twice after you enter the Postal field.

   When you press Tab after the final field, the insertion point goes to the first field, which is already filled.

   The first complete record looks like this:



Adding More Records

ClarisWorks automatically creates the first record in a database. After that, you can create as many records as you need, up to 32,767 (or as many as the amount of memory allocated to ClarisWorks allows).

You have five more customers on your list, so you create and fill in five more records. You don't have to fill in all the fields on each record now; you can leave them blank or come back later. This is the information you enter:

Customer	Titan Books	Cooks and Books	Treetop Books	World of Books	Book Cellar
Address	78 South St.	45 First St.	23 Forest Ave.	76 Grant Ave.	23 State St.
City	Austin	Belmont	Oakland	New York	Portland
State	MN	CA	CA	NY	OR
Postal	55912	94002	94220	10016	97201

To add a new record:

1. **Press Command-R or choose New Record from the Edit menu.**

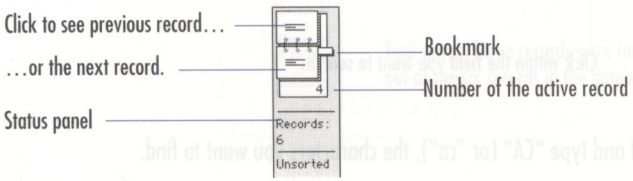
   ClarisWorks creates a new, blank record.

2. **Type the information for Titan Books, using Tab to move from field to field.**
3. **Repeat steps 1 and 2 for each of the remaining customers.**

You have entered six records, and now you're ready to learn how to move around, sort, and display the records.

Viewing Records

As you add new records, ClarisWorks numbers the records and shows the numbers on the **database book**. The number corresponds to the active record.



The **status panel** below the book shows the find and sort status of the records. You'll learn more about the status panel as you find and sort records.

To move through the records, drag the **bookmark** up or down or click the pages in the database book. The record number changes as you drag the bookmark or click the pages.

Finding Records

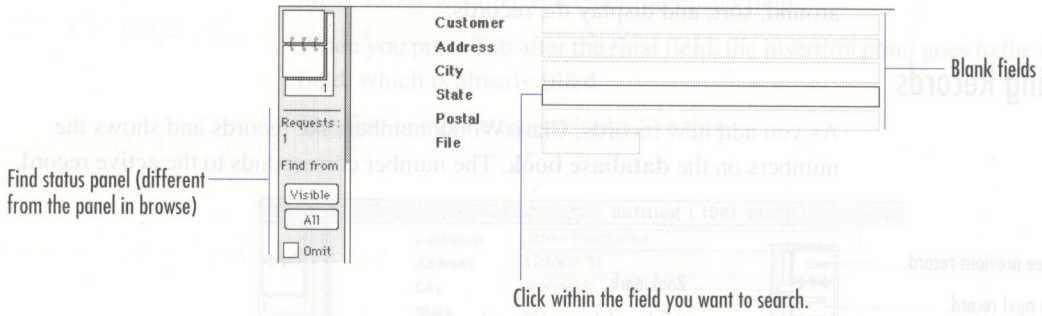
One of your colleagues wants to know which customers are located in California. You could look at each page in the database book to check the records yourself, but it's faster for ClarisWorks to do the search.

Up to now, you've been working in Browse, one of three ways to work with database documents. Browse is the preset option. In this section, you'll switch to Find, which gives you a blank view called a **find request**. Use a find request to tell ClarisWorks which records you want to find.

To find the records:

1. **Choose Find from the Layout menu.**

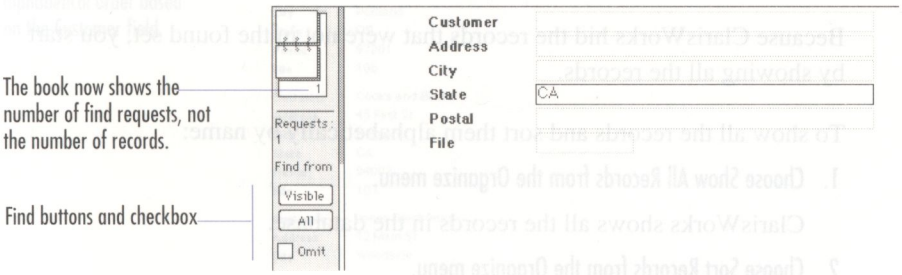
   You see a blank record, which is the find request. It looks similar to the data entry record with which you've been working. Notice that the status panel has changed. You now see buttons (Visible and All) and a checkbox (Omit).



2. **Click the State field and type "CA" (or "ca"), the characters you want to find.**

   Click within the blank dotted box, not on the field name. If you click outside the field and select the whole record, press Tab until the State field is selected.

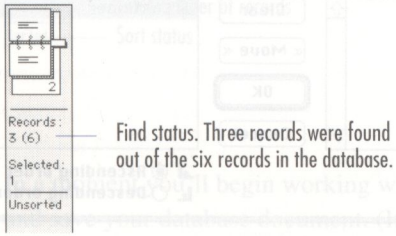
The characters you type become the **search criteria**—the characters ClarisWorks uses to find records.



3. Click All.

ClarisWorks searches all the records and finds three that contain CA in the State field. The status panel shows how many records were found out of the total number in the document.

ClarisWorks renumbers the records in the **found set**—the group of records that meet your search criteria—and temporarily hides the rest of the records.



Sorting the Records

Soon you will be creating a report, and you want to list the customers alphabetically by name. ClarisWorks can sort the records for you.

Because ClarisWorks hid the records that were not in the found set, you start by showing all the records.

To show all the records and sort them alphabetically by name:

1. **Choose Show All Records from the Organize menu.**

   ClarisWorks shows all the records in the database.

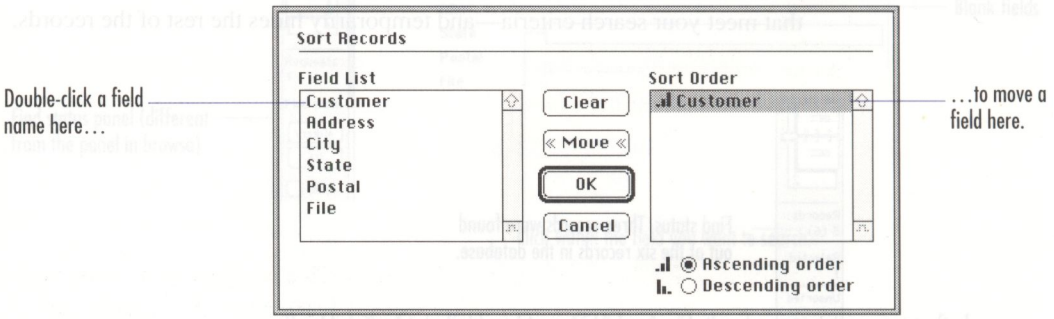
2. **Choose Sort Records from the Organize menu.**

   ClarisWorks opens the Sort Records dialog box.

   All of the field names in the database document are listed on the left.

3. **Click the Customer field and then click Move (or double-click the field name).**

   ClarisWorks copies the field name into the Sort Order list on the right.



   Ascending order is already selected, so the list will be sorted from A to Z. If you want to sort the list from Z to A, click Descending order.

4. **Repeat the process if you want to add other sort fields.**

   ClarisWorks sorts first by the top field, and then by the second field, and so on through the list.

5. **Click OK.**

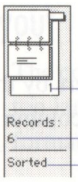
   ClarisWorks closes the dialog box and sorts the records.

The records are now in alphabetical order by customer.

Records are now in alphabetical order based on the Customer field.

Customer	Book Cellar
Address	23 State St.
City	Portland
State	OR
Postal	97201
File	106
Customer	Cooks and Books
Address	45 First St.
City	Belmont
State	CA
Postal	94002
File	103
Customer	Jones Electronics
Address	12 Main St.
City	Woodside

The status panel shows the same number of records, but the records are now in the sorted order. The original record 6 may now be record 3, because ClarisWorks renumbers the records when you sort.



Current record number

Total number of records

Sort status

Saving

In a moment you'll begin working with layouts. This is a good time to name and save your database document. (If you need a refresher, see "Saving the Document" in chapter 2.)

Name your database "Customers."

Creating the Report

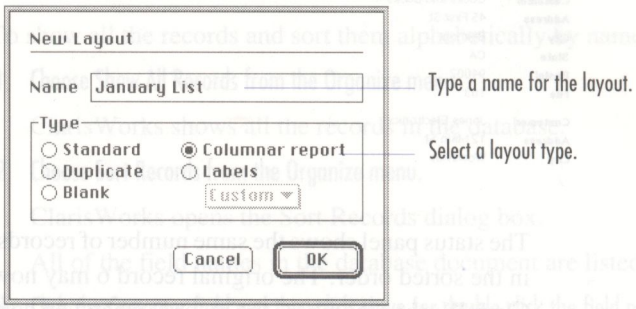
The accounting department at Pegasus Books needs a quick overview of the new customers that were added in January. You create a report that organizes the customer information in columns, with the field names at the top of the report.

To create the report:

1. **Choose New Layout from the Layout menu.**

   You see the New Layout dialog box.

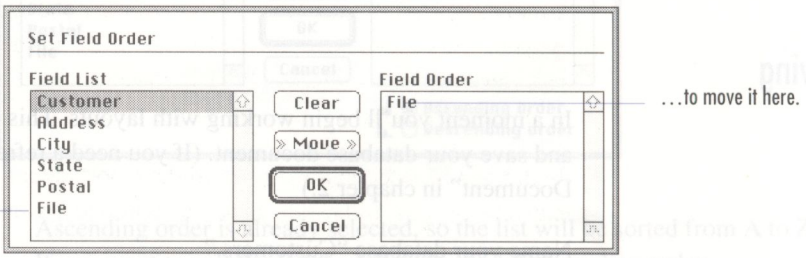
2. **Type "January List" in the Name box and click Columnar report.**



3. **Click OK.**

   You see the Set Field Order dialog box.

   The accounting department tracks customers by their file number, so you want the file number to appear in the first column of the report.



4. **Double-click the File field in the Field List.**

   The File field appears in the Field Order box. The first field in the Field Order box becomes the first field on the report.

5. **Double-click the remaining fields in the order they appear in the Field List.**
6. **Click OK.**

   ClarisWorks creates the new report, listing the records alphabetically. Your report should look something like this:

File	Customer	Address	City	State Postal
106	Book Cellar	23 State St.	Portland	OR 97201
103	Cooks and Books	45 First St.	Belmont	CA 94002
101	Jones Electronics	12 Main St.	Woodside	CA 94072
102	Titan Books	78 South St.	Austin	MN

ClarisWorks adds the new layout to the list of commands at the bottom of the Layout menu. To switch layouts, choose the one you want.

Working with the Layout

The correct fields are on the report in the order you specified, but the fields are too large to fit on one line. You can make adjustments to the field sizes and format directly on the layout.

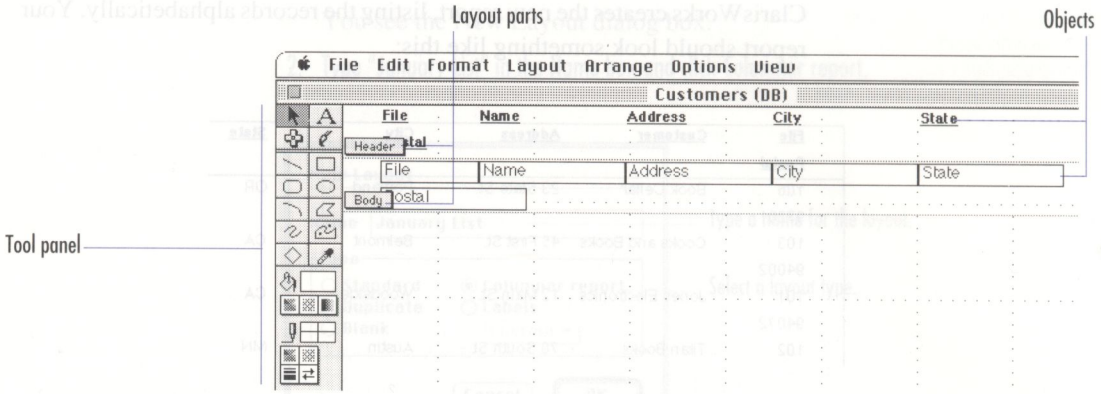
Up to now, you've worked with records in Browse and Find—two of the three ways of working with a database document. The third way is Layout, where you can view the fields in the database as objects, move fields around, change fonts or number formats, and generally shape the way you want the report to look.

In the previous section, you created the report layout without leaving Browse. Now, to work directly with a layout, switch to Layout.

To switch to Layout, choose Layout from the Layout menu. Do this now so you can examine the parts of the database document in Layout.

◆ **Note** Layout is both a menu and a command within that menu.

Here is the report in Layout:



Several elements are different in this view of the document. The Arrange and Options draw menus are available, and you can see the tool panel. You see elements called layout parts—in the previous figure, a header and body.

Fields and field names are now represented as objects. Objects in a database layout behave the same way as the objects you worked with in chapter 1. For example, you can resize the objects and move them around.

When you change the objects in a layout, you change the way all the records look when you're in Browse and when you print from that layout.

Working in Two Views

As you revise the layout, you want to see how it looks with your data. You can open another window on the document, and use one window to work in Layout and the other to see the effects in Browse.

To work in two views:

1. Choose New View from the View menu.

   ClarisWorks opens a window that is identical to the original, except that the number *2* has been added to the title.

   The new window overlaps the first window. To view both windows at the same time, you need to resize them. You can do it by hand or ClarisWorks can do it for you.

2. **Choose Tile Windows from the View menu.**

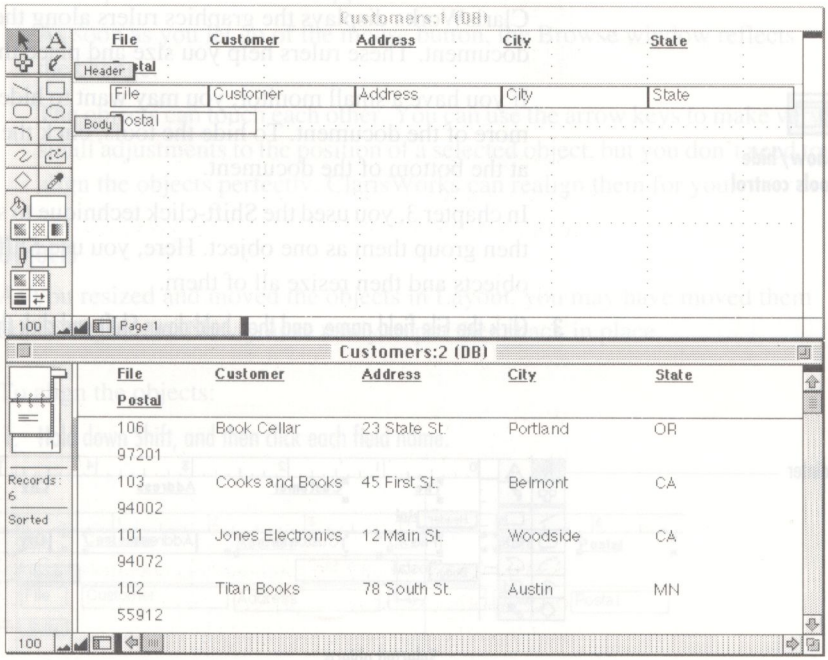
   ClarisWorks resizes the windows to fit on the screen.

   Both windows are in Layout. You want the bottom window to be in Browse.

3. **Activate the bottom window by clicking anywhere in it.**
4. **Choose Browse from the Layout menu.**

   ClarisWorks switches the active window to Browse, leaving the other window in Layout.

   The tiled windows look like this:



This window is in Layout.

This window is in

Sizing and Placing the Fields

Now you can resize both the field names and the fields so that they fit on one line.

To change the size of the fields and field names:

1. **Click anywhere in the Layout window to activate it. Choose Turn Autogrid Off in the Options menu.**

   As when you created the Pegasus Books letterhead, turning off the autogrid means that you can place the objects anywhere in the work area, not just on the grid increments.

2. **Choose Show Rulers from the View menu.**

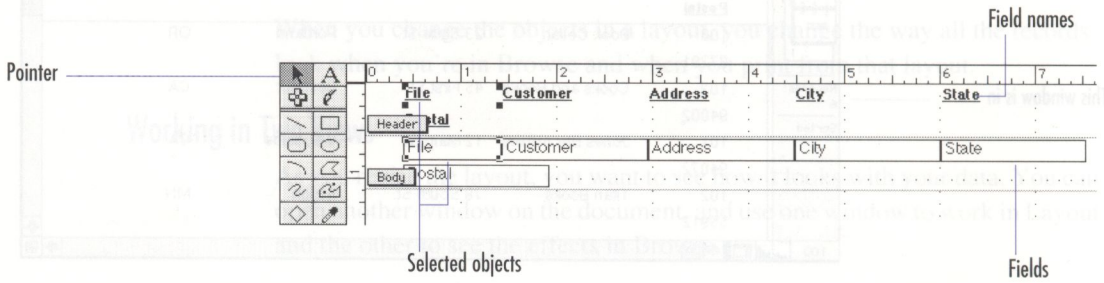
   ClarisWorks displays the graphics rulers along the top and side of the document. These rulers help you size and place the objects.

Show/hide tools control

If you have a small monitor, you may want to hide the tools so you can see more of the document. To hide the tools, click the show/hide tools control at the bottom of the document.

In chapter 3, you used the Shift-click technique to select several objects and then group them as one object. Here, you use Shift-click to select several objects and then resize all of them.

3. **Click the File field name, and then hold down Shift and click the File field.**



Everything in Layout works the way it does in a draw document, so you see handles on the selected objects.

4. **Drag a handle on one of the objects to shrink both until they are about 1/2 inch long.**

   Don't worry if you change the height of the objects slightly. As you work, watch the Browse window. If the text in the field you are resizing becomes clipped, make the object larger.

5. **Repeat steps 3 and 4 to make the City and Postal field names and fields about 1 inch long.**

   You see handles on the four objects. Drag one handle to resize all four at once.

6. **Repeat steps 3 and 4 to make the State field name and field about 1/2 inch long.**

7. **Drag the field names so that they fit on one line in the Header part. Then drag the fields so that they fit on one line in the Body part.**

   As soon as you let go of the mouse button, the Browse window reflects the change.

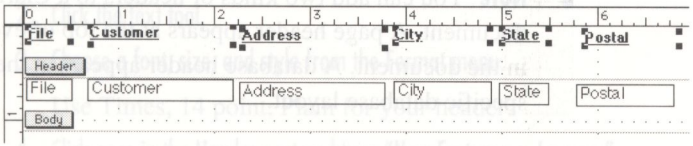
   The objects can touch each other. You can use the arrow keys to make very small adjustments to the position of a selected object, but you don't need to align the objects perfectly. ClarisWorks can realign them for you.

Aligning the Objects

As you resized and moved the objects in Layout, you may have moved them out of alignment. Now you're ready to put them back in place.

To align the objects:

1. **Hold down Shift, and then click each field name.**

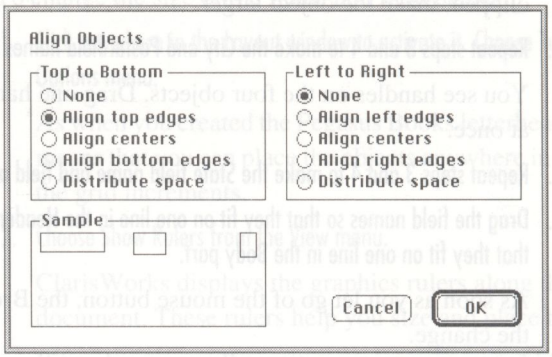


2. **Choose Align Objects from the Arrange menu.**

   You see the Align Objects dialog box.

3. Click Align top edges.

   Notice how the objects move in the Sample box.



4. Click OK.

   The selected objects align along the top edges.

5. Repeat steps 1 through 4, this time selecting the fields.

Adding the Header

You are almost finished with your report. All that's left is to identify the report with a header. The header appears on every page of the layout. In this section, you add a database header.

◆ **Note** You can add two kinds of headers to a ClarisWorks database document. A page header appears at the top of every page in every layout in the document. A database header appears at the top of every page in a specific database layout.

Making Room for the Header

The Header part is too small for the database header you want to add. You use the mouse to enlarge the Header part.

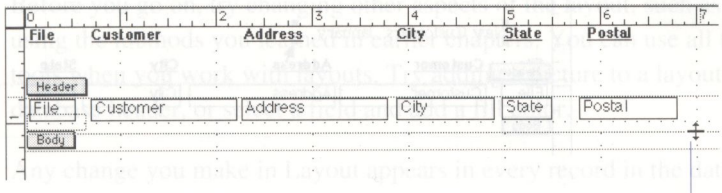
To make room for the header:

1. If necessary, click the window that's in Layout and choose January List from the Layout menu.

2. **Move the pointer to the Header line.**

   The pointer changes to a double arrow when it's in position to drag the Header part.

3. **Drag the Header part downward so it's about one inch from the top of the document.**



Use the pointer to drag the Header part downward.

4. **Hold down Shift and click each field name.**
5. **Drag the names to just above the header part line.**

   All the names move as a group. You can see the effect in the Browse layout.

Adding Text to the Header

Now you're ready to type the text for the header. As with other documents that are made up of objects, you enter the text in a text frame.

To add text to the header:

1. **If necessary, click the show/hide tools control to show the tools.**
2. **Click the text tool.**
3. **Choose a font, size, and style from the Format menu.**

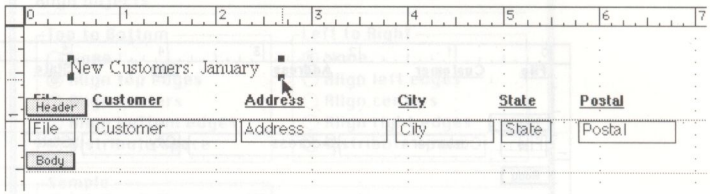
   Use Times, 14 point, Plain for your header.

4. **Click once in the Header part and type "New Customers: January".**

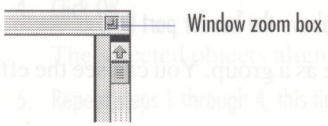
   Clicking in the Header part creates a text frame.

5. **Click the pointer, and then click the text frame.**

   Now you can move the text frame. If necessary, drag a handle to widen the box enough to hold the text on one line.



6. **If you're still working in tiled windows, close the window that's in Layout.**
7. **Click the window zoom box to fill the screen with the Browse view.**



You can now see the full effects of the header. To see what the page looks like when printed, choose Page View from the View menu. Your completed columnar report should look like the custom report on page 6-2.

Wrapping Up Chapter 6

In exploring the ClarisWorks database environment, you've learned to set up fields, enter information in records, find and sort records, create a new layout, and work with basic layout parts.

Before you go on, try changing other aspects of the layout, such as the font, using the methods you learned in earlier chapters. You can use all the draw tools when you work with layouts. Try adding a picture to a layout or to the database header, or select a field and add a fill color.

Any change you make in Layout appears in every record in the database, in Browse, and when you print.

In the final chapter of the tutorial, you'll work with sample documents to create a simple newsletter, using advanced ClarisWorks features.

Closing the Document

Before you move on, save and close your document. Refer to "Closing the Report" in chapter 2 if you need a refresher.

Where to Go from Here

As you use ClarisWorks, refer to the *ClarisWorks User's Guide* for additional features and more information on the topics covered in this chapter.

For information on...	**See this section in chapter 7 of the *ClarisWorks User's Guide*...**
Adding a date automatically or checking data for accuracy	"Customizing Fields for Data Entry"
Creating a find request for more than one field	"Using Multiple Find Requests"
Creating mailing or other labels	"Creating Labels"
Deleting, copying, or pasting records	"Selecting a Record"
Summarizing database information	"Understanding Parts" and "Creating Summary Parts"
Using a formula to calculate values for fields	"Defining a Calculation Field"

Chapter 7

Learning to Use Advanced Features

Starting the Newsletter	7-3	Making the Chart	7-11
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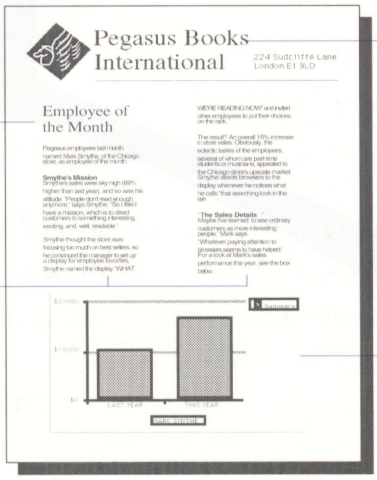
Chapter 7

Learning to Use Advanced Features

As product manager at Pegasus Books International, you want to publicize your successes. You have some ready-made art and text documents that you plan to combine to create a one-page newsletter for your employees. You use ClarisWorks to do the following tasks:



Import a masthead into the newsletter.

Adjust columns to make room for a headline.

Lay out the newsletter page in columns using linked text frames.

Create a spreadsheet-based chart.

In earlier sessions of the tutorial, you learned about ClarisWorks concepts such as document types, objects, and frames. You also learned how to use various tools and view controls.

Now you're ready to use some advanced features that show the full power of ClarisWorks.

Starting the Newsletter

This session moves quickly. If you've forgotten how to use a technique mentioned here, return to the appropriate session of the tutorial for a refresher.

To start the newsletter:

1. **Open a new draw document.**

   Newsletters require precise work, so you want to use the graphics rulers.

2. **Choose Show Rulers from the View menu.**

   The rulers appear.

◆ **Note** Why use a draw document? Your first thought when starting a newsletter may have been to use columnar text in a word processing document. However, a draw document provides a more flexible environment for the page-layout process.

Inserting the Art

You have some art that you want to use as a masthead. The art is in a MacPaint document in the Tutorial Folder.

To add the letterhead art:

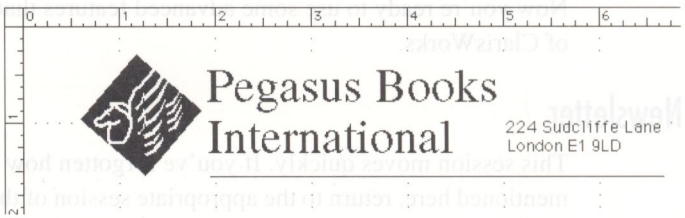
1. **Choose Insert from the File menu.**

   You see the Insert dialog box. Change folders, if necessary, to make the Tutorial Folder current.

2. **Double-click the document named "Artwork for Letterhead."**

   ClarisWorks inserts the artwork into the new draw document you created, leaving the art selected.

3. **Drag the art to the top of the page.**
4. **Deselect the art by clicking anywhere else in the document.**



Adding the Text

The text that you want to use in the newsletter is in a MacWrite II document. You want the text to be in two columns for readability.

You start by drawing linked text frames. Then you insert the text into the frames.

Creating Linked Frames

To make columns for the text, create two text frames that are linked together. You can resize and move the frames separately without disturbing their contents.

To create linked text frames:

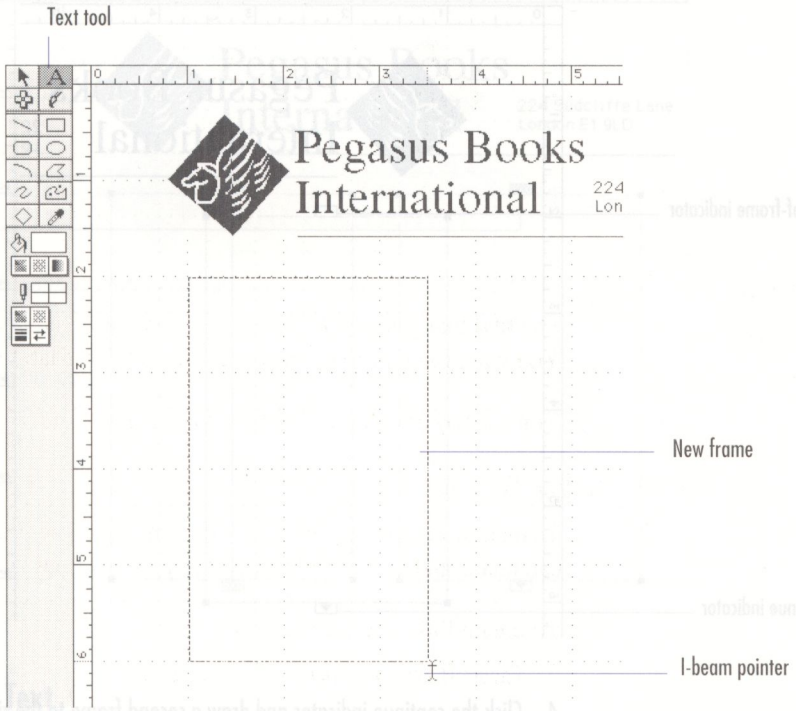
1. **Choose Frame Links from the Options menu.**

   The document doesn't change, but ClarisWorks places a checkmark next to the Frame Links command to remind you that the link feature is on.

2. **Click the text tool and drag the I-beam pointer to draw a text frame.**

   You see a crossbar on the I-beam pointer when you are working with linked frames.

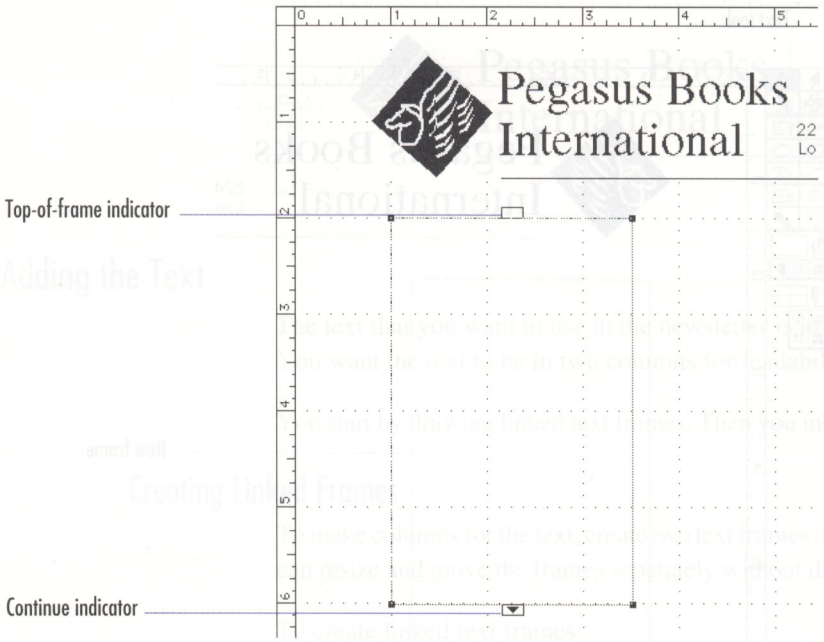
Start the text frame one inch from the left margin and two inches from the top margin. Make the frame about two and a half inches wide and four inches long.



3. Click once outside the frame, or press Enter.

You see handles and the top-of-frame and continue indicators.

◆ **Note** Clicking twice outside the frame deselects the frame so that you can't see it. If this happens, click inside the frame or choose Select All from the Edit menu.



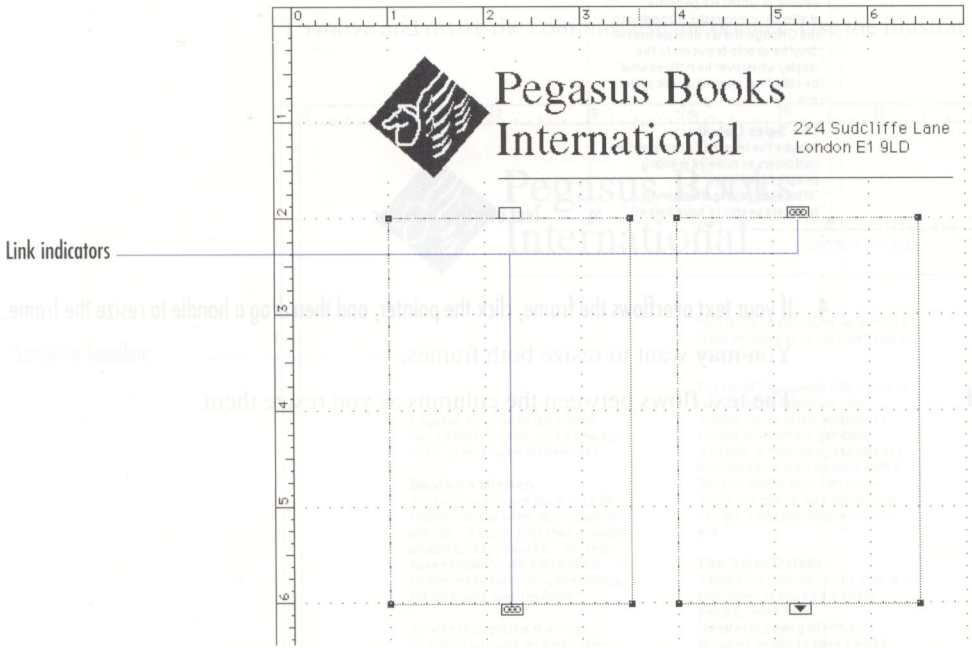
4. **Click the continue indicator and draw a second frame to the right of the first.**

   Start the second frame four inches from the left margin and two inches from the top margin. Make it the same size as the first frame.

   You see the link indicator that shows that the second frame is connected to the first.

5. **Select both frames by holding down Shift and clicking inside each frame.**

Now you can see how the panes look in the document.



Inserting the Text

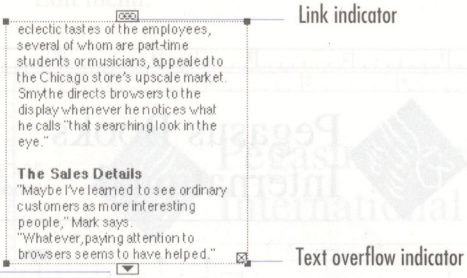
With the frames in place, you're ready to import the text.

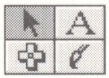
To insert text:

1. **If necessary, click once in the first frame to select it. Then click again to set the text insertion point.**
2. **Choose Insert from the File menu.**
3. **Double-click the file "Employee of the Month" (in the Tutorial Folder).**

ClarisWorks inserts the text in the first frame and sends the overflow into the second frame.

If a text frame is too small for the text, you see a text overflow indicator.


Link indicator
eclectic tastes of the employees, several of whom are part-time students or musicians, appealed to the Chicago store's upscale market. Smythe directs browsers to the display whenever he notices what he calls "that searching look in the eye."
The Sales Details
"Maybe I've learned to see ordinary customers as more interesting people," Mark says. "Whatever, paying attention to browsers seems to have helped."
Continue indicator
Text overflow indicator



Pointer selected

4. **If your text overflows the frame, click the pointer, and then drag a handle to resize the frame.**

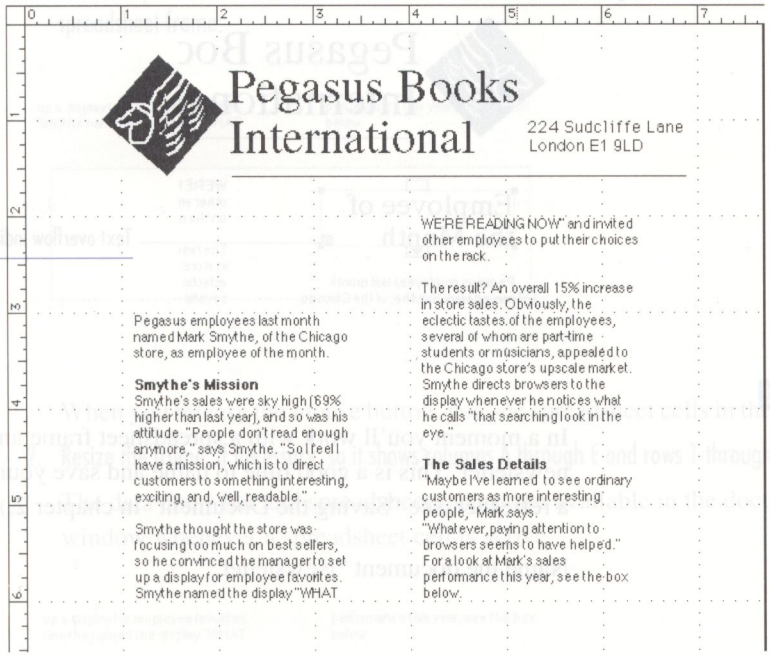
   You may want to resize both frames.

   The text flows between the columns as you resize them.

Resizing the Columns

You want to adjust the size and placement of the columns to make room for an article headline over the first frame.

To move and resize the columns, use the pointer. Use the illustration as a guide.


Space for headline
Pegasus Books International
224 Sudcliffe Lane
London E1 9LD
Pegasus employees last month named Mark Smythe, of the Chicago store, as employee of the month.
Smythe's Mission
Smythe's sales were sky high (69% higher than last year), and so was his attitude. "People don't read enough anymore," says Smythe. "So I feel I have a mission, which is to direct customers to something interesting, exciting, and, well, readable."
Smythe thought the store was focusing too much on best sellers, so he convinced the manager to set up a display for employee favorites. Smythe named the display "WHAT WE'RE READING NOW" and invited other employees to put their choices on the rack.
The result? An overall 15% increase in store sales. Obviously, the eclectic tastes of the employees, several of whom are part-time students or musicians, appealed to the Chicago store's upscale market. Smythe directs browsers to the display whenever he notices what he calls "that searching look in the eye."
The Sales Details
"Maybe I've learned to see ordinary customers as more interesting people," Mark says. "Whatever, paying attention to browsers seems to have helped." For a look at Mark's sales performance this year, see the box below.

Adding the Headline

You use the techniques you have learned in previous sessions to add the headline.

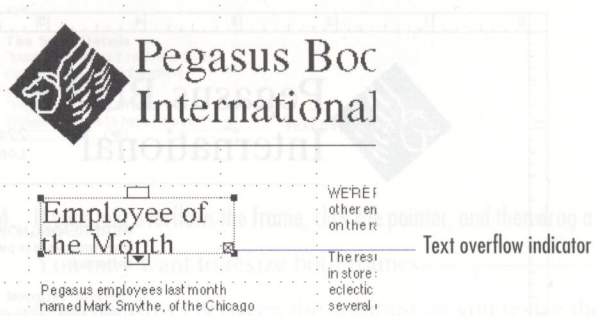
To add the headline:

1. Create a text frame above the first column.
2. Choose the font and size for the type. Use the Times font and 24 as the point size.
3. Type "Employee of the Month" in the frame.

   The text may be too large for the frame.

To resize the frame and move it into place:

1. Click the pointer in the tool panel, click the text frame, and drag a handle to expand the text frame.
2. Drag the frame into place in the newsletter, above the article.



Saving

In a moment you'll work with a spreadsheet frame and create a chart for the newsletter. This is a good time to name and save your document. (If you need a refresher, see "Saving the Document" in chapter 2.)

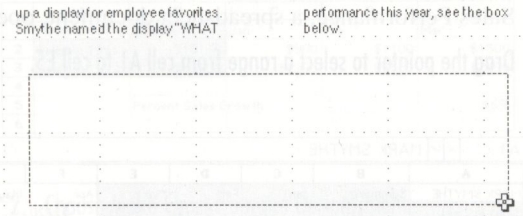
Name the document "Newsletter."

Making the Chart

To finish the newsletter, you create a spreadsheet frame, copy data from another spreadsheet, and make a chart from the data.

To add the spreadsheet frame:

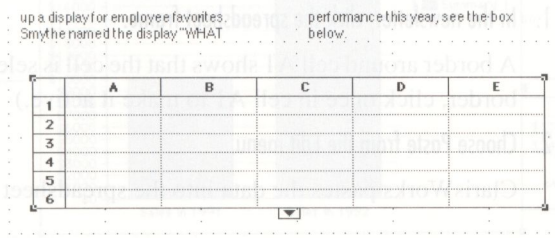
1. **Click the spreadsheet tool. Near the bottom of the newsletter, drag the tool to draw a small spreadsheet frame.**



When you release the mouse button, you see spreadsheet cells in the frame.

2. **Resize the frame, if necessary, so it shows columns A through E and rows 1 through 6.**

The data entry bar and spreadsheet menus are available in the document window whenever a spreadsheet cell is active.



Copying from Another Spreadsheet

The data that you want to copy into the spreadsheet frame is in a ClarisWorks document.

To copy the data:

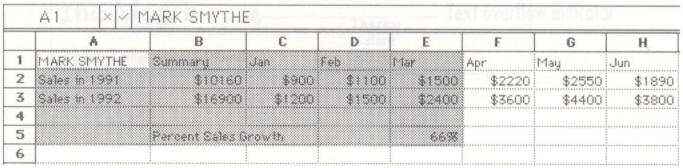
1. **Without closing the newsletter, choose Open from the File menu.**

   You see the Open dialog box.

2. **Double-click the Sales Performance document (in the Tutorial Folder).**

   Sales Performance, a spreadsheet document, opens.

3. **Drag the pointer to select a range from cell A1 to cell E5.**



A1 | MARK SMYTHE

	A	B	C	D	E	F	G	H
1	MARK SMYTHE	Summary	Jan	Feb	Mar	Apr	May	Jun
2	Sales in 1991	$10160	$900	$1100	$1500	$2220	$2550	$1890
3	Sales in 1992	$16900	$1200	$1500	$2400	$3600	$4400	$3800
4								
5		Percent Sales Growth			66%			
6								

4. **Choose Copy from the Edit menu.**
5. **Click the close box to put away the Sales Performance spreadsheet.**

To paste the copied data:

1. **In the newsletter, click the spreadsheet frame.**

   A border around cell A1 shows that the cell is selected. (If you don't see the border, click once in cell A1 to make it active.)

2. **Choose Paste from the Edit menu.**

   ClarisWorks pastes the data into the spreadsheet frame.

Making the Chart

You want the chart to show the summary sales figures for the last two years. You decide that a bar chart will most clearly represent the data.

To create a chart:

1. **Use the spreadsheet tool to select cells A1 through B3.**

   The **chart title** is taken from cell A1, the upper-left cell in the selected range.

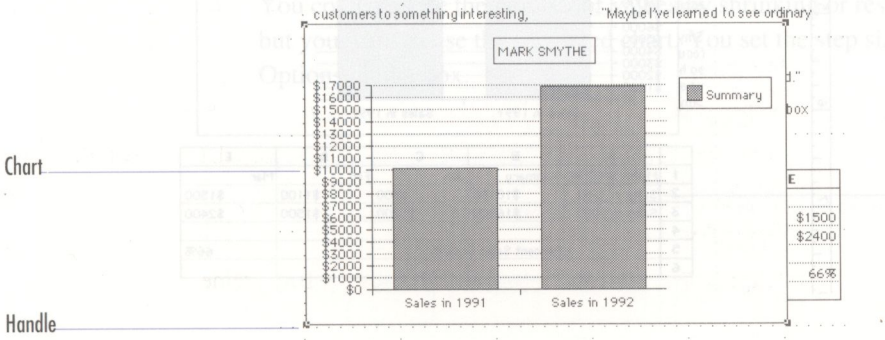
	A	B	C	D	E
1	MARK SMYTHE	Summary	Jan	Feb	Mar
2	Sales in 1991	$10160	$900	$1100	$1500
3	Sales in 1992	$16900	$1200	$1500	$2400
4					
5		Percent Sales Growth			66%
6					

2. **Choose Make Chart from the Options menu.**

   You see the Chart Options dialog box. The bar chart icon is already selected.

3. **Click OK.**

   ClarisWorks draws a bar chart based on the data you selected.



As you learned in chapter 5, a chart is a draw object, and can be modified like any draw object. When the chart is selected (when it has handles), the draw menus and the pointer are available.

Because the object is a chart, you can use special chart options to modify it.

Changing the Labels

ClarisWorks labeled the bars "Sales in 1991" and "Sales in 1992." These labels are derived from the left-most cells in the range you selected to make the chart.

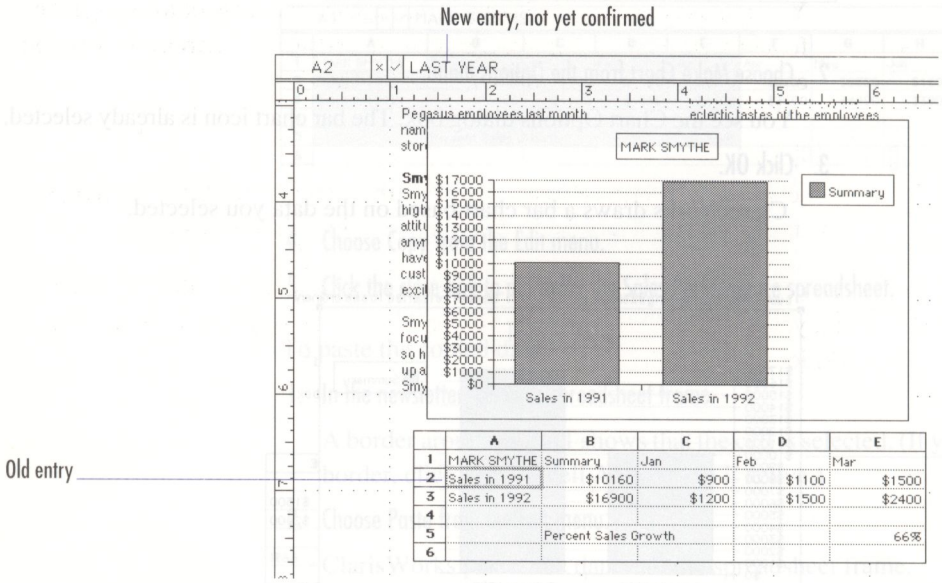
You want to change the labels to "LAST YEAR" and "THIS YEAR." You can change the spreadsheet and the chart at the same time.

To change the spreadsheet and the chart:

1. **If necessary, drag the chart away from the spreadsheet. Then double-click in the spreadsheet.**

   The menus change to spreadsheet menus, and the crossbar pointer returns.

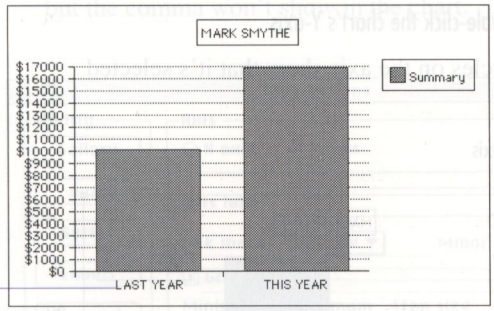
2. **Click cell A2, which contains the "Sales in 1991" entry, and type "LAST YEAR".**



3. **Press Return to confirm the entry.**

   ClarisWorks updates the spreadsheet and the chart to show the change you made in cell A2, and selects cell A3.

4. Follow steps 2 and 3 to replace the contents of cell A3 with "THIS YEAR".



Updated labels

You can use this same technique to change the numbers or to change the font or style used for entries. ClarisWorks updates the chart as soon as you confirm an entry in any cell that's used in the chart.

Adjusting the Step Size

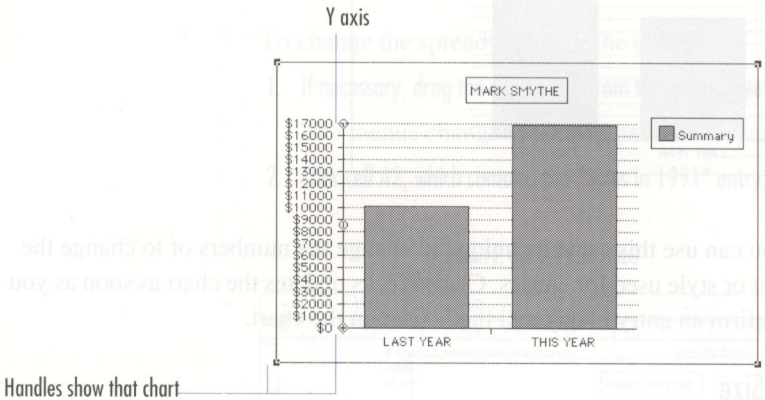
The chart shows more dollar values along the vertical axis than you want, so you make the step size—the interval between the values—larger.

You could reduce the number of values by shrinking or rescaling the chart, but you want to use the full-sized chart. You set the step size using the Chart Options dialog box.

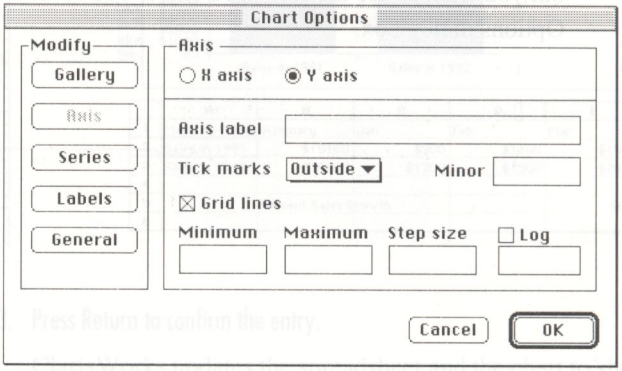
To change the step size:

1. Click the chart to select it.
2. Double-click the chart's Y-axis.

   Circles on the axis show that it's selected.



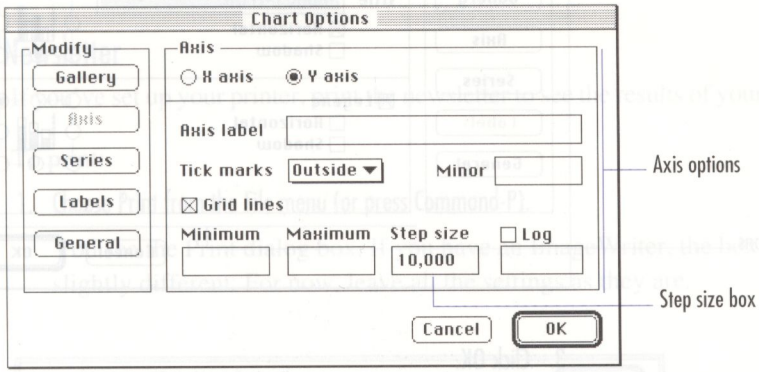
ClarisWorks also displays the Axis options in the Chart Options dialog box.



◆ **Note** The handles on the axis are different from the handles on draw objects. Chart handles are circles, and you can't directly move or resize a selected chart element. Instead, you use the Chart Options dialog box to modify the element.

3. **Click the Step size box and type "10000".**

   You can enter a comma in the number to help you keep track of the zeros, but the comma won't show in the chart.



4. **Click OK.**

   The chart axis changes to show $0, $10000, and $20000.

Moving the Chart Title

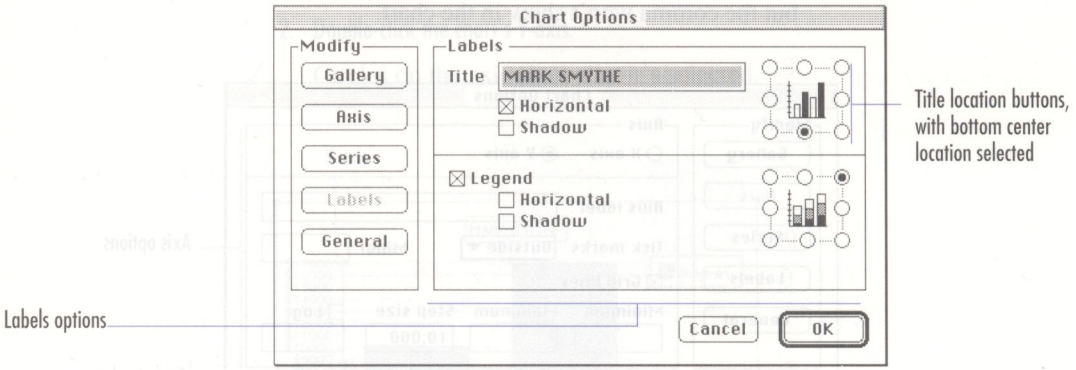
You decide that the chart title "Mark Smythe" would look better at the bottom of the chart.

To move the chart title:

1. **Double-click the chart title "Mark Smythe."**

   You see the Labels options in the Chart Options dialog box.

2. Click the bottom center title location button.



3. Click OK.

   The title moves to the new location.

Adding the Finishing Touches

The newsletter is almost complete. You just need to place the chart where you want it and print the newsletter.

Hiding the Spreadsheet

The spreadsheet frame shows, and you don't need it in your newsletter. You can delete the frame by clicking it and pressing Delete, but that breaks the link to the chart. Once you delete the underlying spreadsheet, you can no longer use the spreadsheet or Chart Options to modify the parts of the chart. It's better to hide the spreadsheet frame.

- **Note** After you break the link between a chart and its spreadsheet, the chart becomes a draw object. You can modify the chart elements by clicking the chart and choosing Ungroup from the Arrange menu. The chart becomes a collection of individual draw objects that you can click and modify.

To hide the spreadsheet frame, drag the chart so that it covers the frame. You may need to resize and move the spreadsheet frame, and then move the chart over it.

To bring the frame back into view, select the chart and choose Move to Back from the Arrange menu.

The newsletter is now complete. The finished page should look something like the picture on page 7-2.

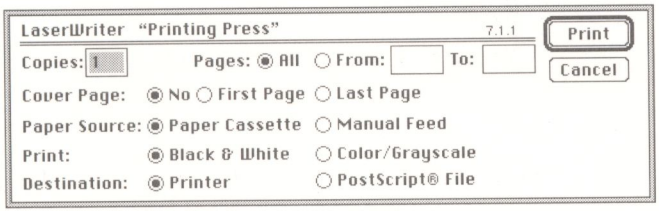
Printing the Newsletter

If you've set up your printer, print the newsletter to see the results of your efforts.

To print:

1. Choose Print from the File menu (or press Command-P).

   You see the Print dialog box. If you have an ImageWriter, the box looks slightly different. For now, leave all the settings as they are.



2. Click Print.

   ClarisWorks prints the newsletter.

Closing the Document

Save and close your newsletter. Refer to "Closing the Report" in chapter 2 if you need a refresher.

Wrapping Up Chapter 7

In this session of the tutorial, you imported text into linked text frames, imported data into a spreadsheet frame, and modified a chart.

You also reviewed some skills that were covered earlier, such as adding text to a draw document, creating a spreadsheet chart, and using the graphics rulers.

Where to Go from Here

This session concludes the ClarisWorks tutorial. There's much more to learn than could be covered in this tutorial. Use your *ClarisWorks User's Guide* to learn about the many additional features in ClarisWorks, and take advantage of onscreen help.

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